



# RAHANA AKTHER

+971547626449

jmrahana@gmail.com

Al Falah street, Abu Dhabi, UAE

## EDUCATION

Bachelor Business Studies  
National University  
Subject-Management  
2013

Masters of Business Studies  
National University  
Subject-Management  
2014

Bachelor of Education (B.Ed)  
National University  
Teachers Training  
2019

## SKILLS

- Microsoft office
- MS Word
- Excel
- POWERPOINT
- Internet Browsing
- Insurance coding
- Medicine Tax
- Malaffi system & EMR

## LANGUAGES

- ENGLISH
- HINDI
- URDU
- ARABIC

## ABOUT ME

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional and aiming to develop a challenging career

## WORK EXPERIENCE

Cashier 2018 – 2020  
**Al Bader Exchange in Abu Dhabi**

From September 2018 to September 2020

- Daily cash collections (Cash/cheque, Bank transfer, Credit Card)
- Petty cash maintenance.
- RAT registration fee receipt, reconciliation and daily payments
- Expert of Tax.

Receptionist 2020 to Present  
**Dr. Atiqur Rahman Poly Clinic in Abu Dhabi**

From October 2020 to present

(Billing, Cashier, Handling petty cash, Reception, Patients registration)

- Expert of Malaffi system & EMR
- Expert of all insurance coding
- Expert of medical Tax

## OTHER SKILL

Customer Service, Medical service, Receptionist duties, Skilled Multi-tasker, Accounting Software, Appointment scheduling, Front office operation, Healthcare, Medical Procedures, Patient Care management. Also able to cope with any environment, Self-motivated and hardworking, excellent Interpersonal, Skills and ability to work under pressure.

## ACADEMIC TRAINING

Microsoft Office Specialist Course

Institution: New Horizons Computer Learning Centre

Training for the Mediplus Healthcare Management System which consists of EMR, ICD10 & International Diagnosis Code, CPT Codes etc

Institution: Cyber Zone Computer

## REFERENCES

Adel Ahmed Al Khoori  
Director of Al Bader Exchange  
Phone: 026344200

Dr. Atiqur Rahman  
Director of Dr Atiqur Rahman Clinic  
Phone: 026398331