



ESSAM YOUNES ABDALLAH

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Career Objective

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
Efficient professional with many years of experience in many fields of business specially the medical and health care industry, aiming to utilize my abilities and experience to successfully fill a good position in a reputed institution where my Profession background as well as my interpersonal skills could be developed and improved as well as help my teamwork to achieve company goals.

Skills

- Computer literacy, very good knowledge of Microsoft Word/Excel applications.
- Creating new ideas in different fields. Flexible and able to work on shift basis.
- Ability to analyze information, solve problems and maintains the highest level of confidentiality.
- Maintains good correspondences.
- Ability to prioritize, plan work activities and tasks and use time efficiently.
- Maintains good and professional performance (ready to travel if my job duties requires, fast, focused and flexible in attitude, supportive, self-discipline, challenge and measure results).
- Ability to work under pressure handles multiple tasks all together and meets deadlines.
- Improving skills and making effective changes.
- Ability to try new ideas and deal with frequent change, delays or unexpected events.
- Ability to travel if needed.

Work History

Aug. 2021-Nov. 2022

Accessioner

Pure Health Medical Supplier, Fujairah

- Receiving of Covid19 samples from collection centers, rearrange the samples as per their priorities and scan the codes to the system.
- Arrange the samples into the racks as per their priority in testing and hand them over to extraction department.
- Receiving the testing reports and release the negative result report to the patients.
- Exclude the positive resulted samples and prepare them to be sent to the main center.
- Rearrange the "repeat samples" in racks and send them to the extraction department for retesting.

Aug. 2012- Jul. 2020

Senior Officer Patient Affairs Department

Thumbay Hospital, Ajman

- Responsible for the admission and discharge procedures for the In-Patients.
- Giving cost estimation for procedures/ surgeries.
- Providing information about hospital tariff, room charges, procedures, promotional activities and other services charges.
- Providing information about visiting hours and protocols.
- Contact with nurse station/ insurance company for approvals and coverage to speed up discharging procedures.
- Preparing /verification of inpatient billing.
- Verification of services provided to the inpatient.
- Coordination with the outside visiting doctors for their patient admission and the doctors' incentive calculation.
- Assisting the patient to solve any problems he could face during his admission.

Jan. 2004 – Oct. 2010	Administration Manager JEBEL Ali Free zone- Dubai <ul style="list-style-type: none"> Responsible for all administrative and governmental affairs for company staff Issuing and renewal visas, residence cancellation, issuing labor cards...etc Responsible for all administrative and exemption documents for importing and exporting goods with shipping agencies inside & outside UAE Handling all the related matters of shipping(outside and inside UAE) Following up with suppliers and Shipping agents /receiving the necessary documents (BL-CO-IN-PACK...etc) Release shipments from UAE different ports Following up exporting documents with customers(banks/customs/chamber of commerce) Follow up letters of credit with banks Working on logistic software and E- clearance with JEBEL Ali customs Submit and pass all kind of documents online and manual Purchasing stationary and office needs Make interviews and arrange contracts with the new employees.
Jan. 2002- Jan.2004	Sales Executive Trading Company- Dubai <ul style="list-style-type: none"> Initiate and deal with new customers Arrange quotations and Performa invoices Follow the deals with customers (invoices-payment...etc) Follow the delivery of the goods.
Jan. 2000- Jan. 2002	Governmental employee Grounds and survey Municipality- Amman- Jordan
Jun. 1990	Education
	High school: scientific Section <i>Ahmed Basher Al Roomy School, Kuwait</i>
	Languages
	<ul style="list-style-type: none"> Arabic: mother tongue English: fluent in both speaking and writing
	Additional Information
	<ul style="list-style-type: none"> Nationality: Jordanian Date of Birth: 29/7/1972 Driving license: Having valid UAE driving license. Current address: , NUAIMIYA Area, Ajman-UAE

