



D.OB-07/08/1999

MOHAMMED ANAS CH

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Professional Summary

A B.com graduate from Kannur university, Kerala. Having experience as medical Encoder in Abudhabi. Experienced Professional with demonstrated history of working in Signature Automobiles Pvt.Ltd (Authorized dealer of Honda Cars India) as Marketing executive. Self motivated and reliable professional, looking for an opportunity to demonstrate capabilities and further grow professionally.

Professional experience

MEDICAL ENCODER

Somerian Health (COVID19Project)

Abudhabi,UAE

Worked as encoder and Admin assisting staff on Somerian Health at Al Razeen 04 Quarantine center.

- o processed patients admission and discharge documentation.
- o Well versed with portals like ESTIJABAH , SANIMED , PURE
- o HEALTH. Prepared and processed forms for government health care programs
- o Maintained accuracy, completeness and security for medical records and health information. Secured medical records against loss or unauthorized access.
- o Used classification manuals to gain additional knowledge of disease and diagnoses processes.

MARKETING EXECUTIVE

SignatureAutomobilesPvt.Ltd

Kerala, India

03/2021 -11 /2021

- o Preparing budgets and monitoring expenses and submitting CRM
- o reports Engaged, informed and supported staff on media and marketing outcomes.
- o Planned and executed events and marketing programs, producing 80% of goal of qualified leads.
- o Identified target audiences and devised campaigns to match target demographics and optimize results.
- o Supported marketing teams, creating, deploying and optimizing campaigns for clients.

Key Achievement

Bestowed as best performer of the month (august 2021) in Signature Automobiles Pvt.Ltd



Education

- BACHELOR OF COMMERCE (BCOM)

Kannur University

2017-2020

- HIGHER SECONDARY

Kerala State Higher Secondary Board

2015-2017

Skills & Core Competencies

- | | | |
|--------------------------------|----------------------------|-------------------------|
| ○ Strategic leadership | ○ Administrative operation | ○ Client |
| ○ Relationship Word processing | | ○ Data entry |
| ○ Communication | | |
| ○ Task management | ○ Financial reporting | ○ Data base ,Email |
| ○ Creative thinking | ○ Team building | ○ Analyst |
| ○ Customer service | ○ Personnel files | ○ |
| ○ Scheduling Appointment | | ○ |
| ○ Collaboration | Computer System | Administrative Function |
| ○ Expense report | | |

Computer Skills

- MS Word
- MS Excel
- Spreadsheet
- Email & Social
- Medias Tally ERP
- RTA Software
- TARS (Rent a car software)

Certifications

- Google Analytics For Beginners
Google Analytics Academy (November 2021-2024)
- The Fundamental of Digital Marketing
Google Digital Garage (23-11-21)

Language Known :- English, Malayalam, Hindi, Arabic