MUHAMMED SIYAV

Administrative Assistant | Admin Executive | Documentation & Records

Dubai, UAE
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PROFESSIONAL SUMMARY

Organised and detail-oriented administrative professional with strong experience in office coordination, records management, documentation and data entry across healthcare and laboratory settings. Currently preparing reports and maintaining controlled records at Steripharm Ltd FZC, UAE. Experienced in processing insurance claims, preparing purchase orders, maintaining stock and shipment records, and coordinating with departments, management and external suppliers. Proficient in MS Office (Word and Excel) with a high level of accuracy, confidentiality and time management.

CORE SKILLS

- Administrative Support & Office Coordination
- Records Management & Filing
- Data Entry & Data Verification
- Documentation & Report Preparation
- Insurance Claims Processing
- Purchase Orders & Inventory Records
- Vendor & Supplier Coordination
- MS Office Suite (Word, Excel)

PROFESSIONAL EXPERIENCE

Microbiology Lab Technician (QC-Microbiology) Oct 2025 – Present

Steripharm Ltd FZC, UAE

- Prepare test reports and maintain accurate records and documentation of all microbiological testing activities
- Document results of bioburden, sterility and periodic environmental tests and keep organised test records
- Identify deviations or anomalies in results and report them to higher authorities
- Receive test samples and support QC-Microbiology testing; use MS Office (Word, Excel) for reports and records

Procurement Coordinator / Medical Lab Technologist Dec 2022 – Sep 2024

CliniCare Multispeciality Center, Kasaragod, Kerala

- Supported daily administrative operations, coordinating with physicians, nursing stations, finance, administration and suppliers
- Prepared purchase orders and maintained procurement, stock and shipment tracking records; followed up with suppliers on requirements
- Processed insurance claims in compliance with regulatory standards, handling 100+ claims per month
- Entered, verified and updated patient and test-result data, maintaining organised digital and physical filing systems with full confidentiality
- Analysed consumption patterns to forecast stock requirements and reduce wastage
- Documented all laboratory results and maintained accurate, audit-ready records

KEY ACHIEVEMENTS

- **Data Accuracy:** Maintained 500+ patient records with 99% accuracy
- **Claims Processing:** Processed 100+ insurance claims per month with 98% compliance

EDUCATION

Bachelor of Vocation (BVoc) in Medical Laboratory Technology (MLT) Aug 2019 – Dec 2022

Lingayas University / Apis Institute of Paramedical, Kasaragod

LANGUAGES

English | Hindi | Tamil | Malayalam