

CONTACT

Josna Jayaraj

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OBJECTIVE

A reliable and self directed person with a positive attitude, proven ability to rapport with clients seeking to obtain a receptionist or insurance coordinator position where I can have the opportunity to learn new skills, become part of a team and continue to use my professional experience.

EXPERIENCE

25/07/23 - Present

- **Receptionist/Administrative Assistant**
Z'Neem Healthcare
 - Greet and welcome guests and direct them to appropriate person and offices.
 - Answer, screen and forward phonecalls
 - Provide basic and accurate information in person and over phone.
 - Maintain office security by following safety procedures and controlling access.
 - Update calendar and schedule meetings.
 - Order office supplies and keeping inventory of stock.
 - Performed other clerical receptionist duties such as filing, copying etc.
 - Process incoming and outgoing emails.
 - Assist with other office tasks as needed.

September 2019 -
April 2020

- **Laboratory Assistant**
Pepper Research station, Panniyur

EDUCATION

2017

- **Kannur University**
Msc Biotechnology
76%

2011

- **Kannur University**
Bsc Microbiology
70%

2023

- **American Academy of Professional Coders**
Medical coding
91%

SKILLS

- Communication Skills
- Organisational Skills
- Time Management
- Multitasking Skills
- Proficiency in MS office
- Professional attitude and appearance
- Medical terminology
- Anatomy and physiology
- ICD, CPT, HCPCS Coding

LANGUAGES

- English, Hindi, Malayalam

PERSONAL DETAILS

- Date of Birth : 06-05-1989
- Marital Status : Married
- Nationality : Indian
- Visa Status : Husband visa