



MADIHAH NAZREEN

*TELEPHONE OPERATOR
WITH 9 YEARS EXPERIENCE
*RECEPTIONIST +
PHARMACY CENTRAL
CASHIER
PREPARED TO WORK AS A
DATA ENTRY OPERATOR
CUM ADMINISTRATION
OFFICE ASSISTANT.

VISA STATUS: RESIDENCE
BY HUSBAND SPONSORSHIP

CONTACT INFORMATION

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PROFILE

I am a receptionist plus cashier seeking a full-time job at a medical centre or hospital. With an experience of over ten years, I believe my efficiency to be evident.

EXPERIENCE

DELMON HOSPITAL,
SRI LANKA | 5 YEARS

- Improved my skills for years.

DABBOUS MEDICAL CENTRE,
SHARJAH, U.A.E. | 1997 - 2006

Worked as a secretary cum receptionist.

**** SUNNY MEDICAL CENTRE (LEADING
POLYCLINIC), SHARJAH | April 11th, 2007 - May
17th, 2012**

Worked as a receptionist cum cashier, as well as
telephone operator.

- Worked as a central cashier in RIAZ
MEDICAL CENTRE, SHARJAH, as well as
Riaz Pharmacy's head cashier | 1st June,
2012 - August 16th, 2019.

EDUCATION

G.C.E. ORDINARY LEVEL, G.C.E. ADVANCED LEVEL, GENERAL
NURSING (GRADUATED, 3 YEARS, SRI LANKA),
PROFESSIONAL COMPUTER COURSE EXAMINATION DONE
IN 2006 (CERTIFIED BY MINISTRY OF EDUCATION, U.A.E.)

SKILLS

- Handle cash collection and remits as Head Cashier.
- Systemise the monthly schedule of doctors for a well organised and highly competent service to patients.
- Ensure all inquiries are handled carefully and carried out efficiently.
- Evaluate insurance claim of patient for approval and final charging.
Prepare related correspondence subsequent to official insurance claim.
Perform administrative functions productively (staff co-ordination and maintaining a smooth flow within the department).
- Able to handle online insurance.