



# 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.