

NALLA MAHESH



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📍 Bur Dubai, Dubai, UAE 📅 07/06/1987

🚩 Indian 🏠 V6973349 🔄 Married

👤 Male

Skills

**customer services, Tally ERP,
Empathetic** (Compassionate),
Tough Negotiator,
Organised and Detail - Oriented,
Collaborative Team Member,
Communicates Honestly, Inspires Others

Education

MBA . Healthcare & Hospital Management,
University Of Hyderabad
2010 – 2012 | Hyderabad, india

Master Of Business and administration,
*MallaReddy College Of Engineering and
Technology JNTUH*
2007 – 2009 | Hyderabad, India

Bachelor Of Arts, *Government Degree College
, Osmania university*
2004 – 2007 | Hyderabad, India

Professional Experience

Senior Executive,

Ashwini Multispeciality Hospital

2018 – 2022 | Hyderabad, India

- Supervise daily administrative operations and Answer queries from doctors, nurses and healthcare staff.
- Maintain organized medical and employee records and Monitor administrative staff's performance.
- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.
- Handled payments and filed all financial transactions and receipts.
- Processed payroll and distributed paychecks to employees.
- Assisted employees and visitors with tasks as needed.
- Served as a direct assistant to Production Supervisor, supporting all aspects of production and office management.
- Problem solved for each department to maintain timely completion of parts and meet strict deadlines.
- Documented preparation and implemented an effective organizational system.

Executive, Max Care Hospitals

2016 – 2018 | Hyderabad, India

- Worked to alleviate executive overload by handling all customer interactions for company including walk-ins, email, phone, and fax interactions.
- Performed thorough reviews of medical records at hospitals throughout the state prior to completing CDC case report forms.
- Supported clients with technical resources, adding to success in sales.
- Served as a friendly and helpful first point of contact in the front office.
- Effectively planned future engagements and projects as needed.
- Brought forth a strong understanding of human anatomy and oral hygiene.

Front Office Executive,*Padmavathi Gastro & Liver Hospital*

2013 – 2016 | Hyderabad, India

- Managed front-end and back-end development in the company's Portfolio Analyst, Employee Track, and Account Management systems.
- Managed the office database, mail, payroll distribution, and the physical setting of the front office.
- Successfully managed all front desk operations.
- Greeted and assisted all guests with hospitality.
- Managed online and phone reservations.

Languages

English	● ● ● ● ●
Hindi	● ● ● ● ●

Declaration

I Do hereby declare that all the information provided above re true to the best of my knowledge.

Nalla Mahesh
Dubai