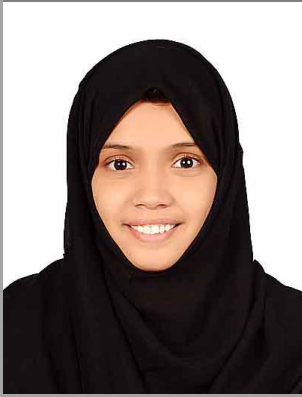


# NOOFA RUKIYA



## CONTACT

Email:

[noofarukiyabv@gmail.com](mailto:noofarukiyabv@gmail.com)

Mob: +91 7558029033

## Skills

- Arabic Typing
- English Typing
- Translation
- Content Creation

## INTERESTS

- Calligraphy
- Drawing
- Reading Books

## LANGUAGES KNOWN

- English
- Arabic
- Malayalam

## PERSONAL PROFILE

Date of Birth: 04.06.1998

Marital Status: Married

Place: Calicut

## CAREER OBJECTIVE

Seeking a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers an opportunity to enhance my professional skills while getting a high level of satisfaction and recognition.

## Work Experience

**Receptionist/Front Office Executive**

**July'23– Present**

Hitech Medicity – Calicut

### Roles and Responsibilities:

- Greet Patients warmly and create positive first impression.
- Answer phone calls, emails and in-person inquiries about treatment, services, and hospital facilities.
- Assist foreign patients by translating information, instructions, and conversations as and when needed.
- Respect and understand cultural differences when interacting with foreign patients.
- Facilitate the check-in process by verifying patient's details, collecting necessary documentation and Assist in the check-out process by settling bills, proving invoices, and arranging transportation if needed.
- Assist patients in verifying and preparing the necessary documents for **FRRO** registration.
- Ensure that patients have their passport, visa, and other essential paperwork.
- Provide foreign patients with a brief orientation about the hospital layout and facilities, and services available.

**Arabic Content Writer/Translator Intern**

**Dec'2021-March'2022**

Epistemic Breaks - Brand Communication, Calicut

### Roles and Responsibilities:

- Produce well-researched content for publication online and in print.
- Worked with other translators to facilitate real time conversations.
- Supported operations by translating key departmental documents and internal communications.
- Create print and digital content for companies that provides information or showcases the products or services they offer.
- Preparing contents for customer Posters, brochures and flyer and translate them into Arabic and English
- Develop related content for multiple platforms, such as websites, social medias email marketing, product descriptions, videos, and blogs.

## Educational Qualification

- **Hospital Administration** **Sep'22-Feb'23**  
International School of Skills Development
- **Bachelor of Arts: Afzal-Ul-Ulama** **2016-2019**  
Jamia Salafiya Arabic College - Pulikkal, Malappuram, India

## Certifications

- **Diploma Course in Secretarial Arabic & English**  
Arabnet Academy - Calicut

## Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.