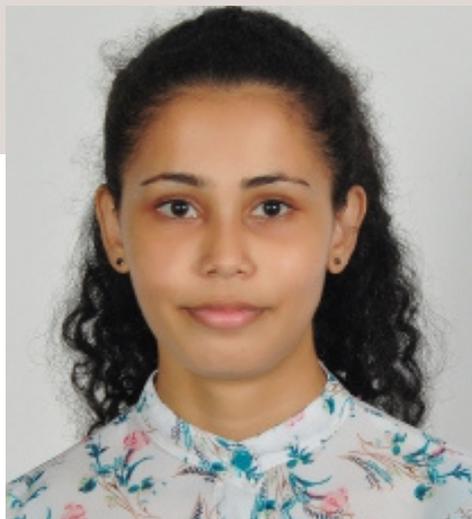


SANDUNI SATHSARANI

Medical Representative



+971 56-718-9291

sandusat1998@gmail.com

Dubai, UAE

Education

Advanced Diploma In General Nursing

International Institute of Health Sciences (IIHS)

Certificate of Computer Application

Nanikta International College

Advanced Level Examination Ordinary Level Examination

Skills

Communication

Customer service

Attention to detail

Adaptability

Hard Working

Fast Learning skills

Language

English

Profile

My goal is to utilize exceptional communication and problem-solving skills to deliver outstanding customer experiences, exceed service metrics, and contribute to the company's reputation for excellence in customer service.

Work Experience

Asiri group of Hospitals

Medical Receptionist

2022

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2024

- Greeting and directing patients, families and visitors to appropriate areas within the unit
- Updating and maintaining patient records throughout their stay in the ICU, including admission, progress notes and discharge summaries.
- Assisting with insurance verification authorization and billing processes.
- Assisting with the coordination of medical orders, test results and consultation reports.
- Responding calmly and effectively to emergencies, including initiating appropriate protocols and notifying relevant personnel.

Mobitel Head Office

Administrative Assistant

2019

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2021

- Handling incoming calls, emails and correspondence and directing them to the appropriate parties.
- Ordering, Maintaining office suppliers and equipment.
- Maintaining a tidy and organized office environment.
- Providing backup support to other administrative staff as needed.
- Managing data bases and data entry tasks accurately and efficiently.

HelloCope PVT Ltd

Receptionist

2017

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2019

- Provide basic and accurate information in person or via phone/email.
- Answer screen and transfer the calls to appropriate individuals or departments.
- Sort and distribute incoming mail to appropriate parties.
- Updating and contact details of employees and clients.
- Maintain a clean and organized reception area