



SHADIYA SALAM C K

CONTACT



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Sharjah, UAE

SKILLS

- Meet and Greet
- Schedule Management
- Front Desk Management
- Customer care
- Designing
- Problem Solving
- Payment Processing

LANGUAGE

English ● ● ● ● ● ● ● ●

Malayalam ● ● ● ● ● ● ● ●

Hindi ● ● ● ● ● ● ● ●

VISIT VISA VALIDITY

25-March-2024

PROFESSIONAL PROFILE

A task-driven professional with substantial experience in customer service, data entry, office management and reception duties. Adept and leveraging superior communicative and interpersonal skill to interact with diverse individuals and groups at all organizational levels.

EDUCATION

Hospital Administration Diploma

Ignite Skill Academy, Calicut, Kerala

Fashion Designing Diploma

D Line Collage, Calicut, Kerala

Vocational Higher Secondary

Kizhuparamb, Kerala, India

WORK EXPERIENCE

Aster Mother Hospital, Areekode, Kerala

Operation Department

09-Jun-2023 to 12-Dec-2023

- Developed detail product knowledge and implemented sales program specific to the customer.
- Keep record of calls and sales.
- Maintained high degree of customer satisfaction.
- GRE : Reception , Help Desk
- MRD: patients file receiving, File separation, File deficiency entering on system.

Smile Dental Clinic, Calicut, Kerala

Receptionist

01-Jun-2022 to 10-fe-2023

- Developed detail product knowledge and implemented sales program specific to the customer.
- Keep record of calls and sales.
- Maintained high degree of customer satisfaction.