

# Aarthy Raja

SHARJAH | UAE | +971547497321

[aarthyr88@gmail.com](mailto:aarthyr88@gmail.com)

An extremely well-organized and motivated receptionist with 4 years experience. An excellent communicator known for providing customers and staff with genuinely warm and friendly greetings. At this stage of my career, I am seeking a good role in a high-end organization

## Experience

10/2017 to  
02/2021

### HEALTH CARE RECEPTIONIST

#### CK HOSPITAL-ERODE-TAMILNADU-INDIA

- Greeting patients and providing them with the necessary paperwork. Listening to their concerns face-to-face or in person.
- Directing them to the correct professional to resolve their query. Receive patients in a polite and courteous manner, monitoring the patient's flow into the treatment and consulting rooms.
- Ensuring all patient appointments are properly scheduled.
- Protecting patient confidentiality and ensuring that private information is secured.
- Receive and convey messages in writing, electronically and verbally.
- Monitor the clinical and stationery supply levels, and placing orders as needed. Scan, file, and fax the documents and preparing them for mail-out.



## Highlights

- Self motivated
- Extremely organized
- Data management
- Initiative, ability to learn things on own accord
- Good manners

## Education

- **MCA:COMPUTER APPLICATION**  
2008-2011  
**DR.GRD COLLEGE OF SCIENCE, BHARATHIYAR UNIVERSITY,INDIA-**  
Award of academic achievement ,2nd rank holder with 90.4%
- **BCA:COMPUTER APPLICATION**  
2005-2008  
**DR.GRD COLLEGE OF SCIENCE, BHARATHIYAR UNIVERSITY,INDIA**

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## **Personal Details**

**Husband Name** - Satheesh Pazhanimala  
**DOB** - 09/06/1988  
**Languages Known** - English, Tamil, Malayalam.  
**Gender** - Female  
**Nationality** - Indian  
**Passport no** - S4974563  
**Address** - Flat No-A210, 2nd Floor  
Al Nayeli building, Muweilah, Sharjah.

## **DECLARATION**

I hear by assure that all the above information is true to my knowledge.

**Aarthy Raja**