

Aarthy Raja

SHARJAH | UAE | +971547497321

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