



**SANDHYA DAS**

Curriculum Vitae

**MEDICAL ADMINISTRATOR**

**Contact Details:**

**055 3203736**

**DUBAI**

**Sandhyadas234@gmail.com**

Please scan to capture contact details

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| Objective | **As an accomplished individual with a rapidly increasing range of industry experience, I believe I am someone who will be an asset to your firm. With strong instincts and a proven record in the areas of Front office, Customer relationship, Administration, and Operations. I would like to explore the possibility of putting my skills and experience to work for you.**  **As you can see from my enclosed resume my career en compassesroles in coordination, collaboration and overall leadership. However, I am confident that my training, skills and my background will suit you perfectly. I am someone who consistently delivers top quality results no matter what the challenge.**  **Among my other strengths, I have solid professional Instincts and have been successful in cultivation reliance and long term relations with all my employers, clientele, key staff & professionals. Persuasive, self-confident and effective, I have proven to be a respected and valued employee in the past.**  **My dedication to excellent performance, ability to interact professionally with all levels of personnel and my drive to grow in this field make me a value-added asset to an organization such as this.**  **I would be pleased to have the opportunity to discuss the future employment and look forward to speak to you soon. Feel free to contact me at below providednumber.** |
| Date of Birth | **22- OCT- 1990.** |
| Nationality | **Indian.** |
| Education | MBA IN HOSPITAL ADMINISTRATION DISTANCE EDUCATION FROM ISBM (PURSUING) B.COM –Karnataka university |
| Computer Skills | **Operating System : Windows xp,7,8,10**  **M.S Office, Good typing speed, Internet Knowledge** |
| Work experience | * **Worked in SALES Department ,GTM Teleshopping Pvt. Ltd, Hyderabad** * **Worked as a CCE in Aegis pvt ltd , Hyderabad**   **Duration: March 2011-April 2012**   * **1 Year experience of Front Office Billing Executive**   **(OP & IP) at Aaron Hospital, Narsinghi, Hyderabad**  **Duration: May2012-June 2013**   * **1.5 Years’ experiencein Front Office Billing Executive in Vijaya Diagnostics Pvt Ltd, Hyderabad**   **Period: September 2013-Januvary 2015**   * **Asst.Manager-CR&FD In charge at first health diagnostics Pvt. Ltd ,Hyderabad**   **Period: January 2015-January 2017** |
| Personal attributes | * **Have a strong sense of responsibility. Pleasing mannered and studious nature. Tactful**   **And can mingle well with people.**   * **Possess excellent communication skills** * **I am quite analytical and perceptive by nature and believe in using all my abilities**   **to face challenging risks.**   * **I have been trained to work well under pressure and always be on time during the course** |
| Interests and activities | **Travelling, Reading books, listening to music etc.** |
| Languages | **English, Malayalam, Hindi, Telugu, Tamil.** EXPERIEN EXPERIENCEas F.D In Charge, Medical Administrator & Asst .Manager CRM  * **Organizing all the front office and dispatch related works.** * **Planning and delivering CRM strategies across the company encouraging customer retention and customer loyalty.** * **Working closely with all departments to ensure the CRM works effectively for all aspects of the company.** * **Overseeing direct communications with customers through the CRM.** * **Overseeing the migration of all direct communications to lower cost mediums such as SMS and email.** * **Provide general administration support to M.D.** * **Organizing internal meetings attending them and taking minutes.** * **Contribute to the overall development of first health diagnostics and its activities.** * **Maintains the total stock of materials and issues as per the requirement.** * **Supports internal operations.** * **Ensure necessary records are maintained that can readily provide current, accurate and accessible information.** * **Releasing Referral amount to Doctors monthly with doing statements and take caring of their calls.** * **Support the Managing Director in the preparation and presentation of reports, proposals, budgets and related activities in servicing and developing contracts and relationships with other vendors.** * **Order and maintain proper inventory levels of medications, controlled substances, diagnostics supplies, equipments.**   **PERSONAL DETAILS**  **FATHER NAME : V.K Shivadas**  **NATIONALITY: INDIAN**  **STATE: KERALA**    **DATE OF BIRTH: 22/10/1990**  **SEX: FEMALE**  **MARITAL STATUS: UNMARRIED**  **PASSPORT NO: P 6657412**  **EXPIRY DATE: 29/12/2026**  ***ADDRESS :***  ***SANDHYA DAS***  ***BUR DUBAI***  ***U.A.E***  ***Mobile: 055 3203736***  ***E-mail:*** [***sandhyadas234@gmail.com***](mailto:sandhyadas234@gmail.com)  **REFERNCES:**  **Will be provided upon request.**  **VISA STATUS: VISIT VISA**  **DECLARATION:**  **I hereby certify that the above mentioned details are true and correct to the best of my knowledge.** |

**Date :**

**Place :DUBAI Signature**

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