

**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**
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| 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*****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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