

RUBEENA BEGUM

Hyderabad, Telangana | ■ 9704931630 | ☎ rubbu0511@gmail.com

PROFESSIONAL SUMMARY

Front Office and Reception professional with 3.5+ years of experience in hospital administration. Expert in patient coordination, billing support, cash handling, and front-desk operations. Known for a positive attitude, strong communication, and professional patient care.

WORK EXPERIENCE

Front Office Executive – Virinchi Hospital, Hyderabad (2018 – 2020)

- Patient registration and front desk operations
- Patient billing as per doctor's prescriptions
- Explained procedures, preparation guidelines, and report timings
- Guided patients to departments and branches
- Handled phone calls and patient queries
- Shift-wise cash collection, daily closing, and deposits

Receptionist – Olive Hospital, Hyderabad (2015 – 2017)

- Welcomed and assisted patients and visitors
- Appointment scheduling and front desk records management
- Supported billing and documentation activities
- Maintained smooth communication between patients and departments

EDUCATION

Intermediate – St. Mary's Junior College (2015)

Schooling – Holy Mary Convent High School (2013)

SKILLS

Hard Skills: MS Excel, MS Word, MS Office, Patient Billing, Cash Handling

Soft Skills: Observation, Decision Making, Positive Attitude, Hardworking

LANGUAGES

Hindi – Fluent | English – Fluent | Telugu – Basic

PERSONAL DETAILS

Date of Birth: 05/11/1997

Nationality: Indian

Religion: Muslim

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.