

RAHANA S.

ADDRESS

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PERSONAL STATEMENT

Committed Caretaker worker with 3 years experience and two more years experience in office receptionist work. I am honest, reliable, caring nature and friendly attitude with excellent interpersonal skills. I love my role and I am driven by the desire to make a real difference in the patient's lives.

SKILLS

- Strong dedication to caring for others.
- Able to work as part of a team and individually.
- Ensure clients care and support without delay.
- Strong interpersonal and empathy skills with an approachable attitude.
- Good working knowledge of the care quality.
- Commitment to providing high quality care.
- Excellent team worker punctual, hardworking and physically fit.
- Passionate about patient quality of life.

CAREER OBJECTIVE

Seeing the organisation's mission as the goal and working towards its achievement, Promote and ensure the good reputation of the organisation.

WORK EXPERIENCE

1.SENIOR CARETAKER – Dates of Employment (2017 JUNE – 2020MARCH)

CARE HOME - KRISTU JYOTHI HOME FOR THE AGED.
Location - Srirangapatna, Karnataka, India

Responsibilities:

- Providing necessary assistance with daily activities
- Assisting the nurse with general patient check-ups and vaccine preparations.
- Providing basic care to patients.
- Assisting patients with their enquiries and responding to all request promptly and effectively.
- Maintaining confidentiality in line with local authority policy and procedure.
- Personal hygiene.

2. LABORATORY RECEIPTIONIST – Dates of Employment (2021 MARCH – 2023MARCH)

LABORATORY NAME - MEDILIFE DIAGNOSTICS.
Location - Kottayam, Kerala, India.

Responsibilities:

- Providing high standard customer care services.
- Co-ordination of the daily administration staff and visitors.
- Schedule appointments and registering.
- Respond to emails that arrive using the general office email address.
- Answering and transferring phone calls.
- Assisting clients with their enquiries and responding to all request promptly and effectively.
- Performing all task within established protocols and practice guidelines.

REFERENCE

Available upon request.