

RAJALAKSHMI M

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Dubai, UAE



SUMMARY

I have above 2 years of experience in administration department in hospitality. I am seeking a position in a reputed firm in order to build a long term career by investing the best of my knowledge & educational qualifications and to serve the organization with an outstanding output.

EDUCATIONAL QUALIFICATIONS

- **B TECH in Applied Electronics and Instrumentation**,
Calicut University with First Class (2013-2017)
- **Plus Two** in Biology Science
Bethany Girls Higher Secondary School, State Board Kerala with **92%** (2011-2012)
- **SSLC**
L F C G H S School under State Board Kerala with **85%** 2010

ACADEMIC PROJECTS

- **Alcohol Detector and Vehicle Control-Minor Project**
Duration: 3 months, Team Size: 4
Objective is to enhance the safety of drivers
- **Smart Electric Wheeled Walker- Main Project (B Tech)**
Duration: 6 months, Team Size: 5

INTERNSHIP

- Implant Training at FACT Ltd. Kerala India
- Automation Workshop
- Automatic breaking in wheeled walker

KEY SKILLS AND COMPETENCIES

- Organizational, administrative and analytical skills.
- Problem-solving and troubleshooting skills
- Good communication and interpersonal skills
- High level of attention to detail
- Excellent working knowledge of all Microsoft Office packages
- Ability to produce consistently accurate work even whilst under pressure

PERSONAL ATTAINMENTS

- MS Office
- MATHLAB
- LABVIEW
- VHDL

WORK EXPERIENCE

Company : IBINSINA MEDICAL CENTRE, Ajman UAE.
Title : Administrative officer
Tenure : March 2019 to April 2021

- Checking each patient and maintained a friendly, professional, demeanor at all times.
- Scheduling appointments and procedures in according with patient physical condition and insurance guideline.
- Handling patients effectively by identifying needs, qualify gaining trust, approaching complex situations and resolving problems to maximize efficiency.
- Verifying and entering patient demographic, copied and scanned pertinent insurance information and ID card and made update in clinic software.
- Handling all telephone calls in timely, professional and helpful manner.
- Collecting and documented copayments, outstanding balances and any other required fees.
- Retailing treatment vouchers.
- Promoting services and special offers

LANGUAGE PROFICIENCY

- English : Fluent (Read, write and speak)
- Hindi : Fluent (Read, write and speak)
- Malayalam : Mother tongue

PERSONAL DETAILS

- Date of Birth : 25/March/1995
- Nationality : India
- Marital Status : Married
- Driving License : India
- Passport Details : No.R8048325
- Visa Status : Employment

OTHER DETAILS

- Join : Immediately
- Other Details : Will be Furnished on Request