



+971523078955
K12manpreet@gmail.com
Al Ain, Abu Dhabi, UAE

Personal Details

Date of birth : 15-01-1993
Marital Status : Single
Nationality : Indian
Visa Status : Family Visa

Education

PGDCA

GNDU University
2017-2018

Bachelor of Arts

GNDU University
2014-2017

Skills

MS Office
Google Drive
Internet

Language

Basic Arabic
English
Punjabi
Urdu

Driving License

License No.: 2755146
Place Of Issue: Abu Dhabi

MANPREET KAUR

Medical Receptionist

Profile

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the Success of the company.



Work Experience

AL Raneen Primacy Health Care Center

Medical Receptionist

From 2024 to Currently

- Greeting Patients and Visitors.
- Answering Calls and answer patient inquiries.
- Schedule and confirm patient appointments.
- Register patients and update insurance information.
- Complete accurate documentation of the patient.
- Coodinating with healthcare providers.

Al Manama Typing Center

Assistant Administrative

from 2021 to 2024

- Provide Administrative support to ensure efficient operation of the office.
- Answer queries by employees and clients on call and email.
- keeping track of documents including employees documents, records of attendance, vacations, leaves and other important data.
- knowledge about immigration rules according to UAE law.

Alpine Travel

Travel Consultant and Receptionist

From 2019 to 2021

- Make a Reservation of flight, hotel and outside trips with families.
- Provide support to customers who may need to amend or cancel a reservation.
- Answering calls and provide information to customer.

Declaration

I, Manpreet Kaur do hereby declare that the above mentioned details are ture to the best of my knowledge and belief. I will do my best if you given cahnce to work there.

Manpreet Kaur