



ASWATHY G S

FRONT DESK RECEPTIONIST

Dubai, UAE, Dubai, United Arab Emirates

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ABOUT ME

To utilize my technical skills & provide a professional service by applying and honing my knowledge and working in a challenging and motivating environment. I want to excel in this field with hard work, perseverance and dedication.

SKILLS

CUSTOMER SUPPORT

TEAM MAKING

TELE CALLING

STOCK CONTROLLING

DATA ENTRY

MS OFFICE

MS POWER POINT

CLAIMS

MARKETING

KNOWLEDGE ABOUT HEALTH INSURANCE

LANGUAGES

MALAYALAM

ENGLISH

HINDI

TAMIL

WORK EXPERIENCE

DR ISMAIL DAY SURGICAL CENTER
Dubai
May 2024 - Present

Front desk receptionist

BADAR AL SAMAA HOSPITAL
Oman
Jun 2022 - May 2023

Insurance Coordinator Cum Office Admin

R2R FURNITURE
Dubai
Jan 2019 - Feb 2020

Sales Coordinator

SARATHY
Kollam
Sep 2018 - Aug 2019

Customer Relationship Executive & Tele calling

MANJU AUTOMOBILES
Kollam
Jul 2017 - Jun 2018

Store Keeper & Customer Relationship Executive

SANKERS EYE HOSPITAL
Kollam
Jun 2013 - Aug 2015

Receptionist | Medical Record Department | Store Room Keeper

ZODIAC HONDA
Kollam
Feb 2012 - Mar 2013

Customer Relationship Executive

EDUCATION

2021

Diploma in Hospital Administration & Health Care Management

2021

International Diploma in Hospital Administration