

Priyanka Nikunj Sagar

Visa Status:-
Husband Visa of 3years.

Mobile No. : 971589014141.

Email: prnk.sn@gmail.com



Objective:

Seeking a position in a progressive organization that allows career development and provides challenging work environment. To constantly learn and utilize my skills and abilities, to add value to the organization and to develop my skills to attain excellence in my profession.

Educational Qualification:

HSC – Maharashtra State Board - India

Computer Proficiency:

MS Office, MS Excel.

Work Experience:

Work Experience in UAE:- 1 Year and 5 Months

Company Name : Karama Medical Centre (Jumeriah village circle branch).

Designation-Receptionist front Desk.

Job Roles:

- Greeting patients, displaying a friendly and helpful manner.
- Creation and maintenance of patient records.
- Copying and filing of all clinical documents and updating information into patients files.
- Answering the phone, clearing answering machine , photocopying and faxing.
- Making appointments, maintenance of appointment system and follow up of patients requiring recall.

- Informing doctors of letters, reports and scripts to be written up.
- Ensure that all medical records are available for the next session.
- Correct processing medical insurance claim forms and forwarding to accounts department.
- Collecting payments from patient and recording payments correctly – issuing of patient invoices and receipting of fees.

Company Name - GB JEWELLERS.

Designation-Receptionist front

Job Roles:

- Handling all incoming outgoing calls.
- Making of purchase invoices entry in software.
- General Entry into software of all types of company expenses.
- Uploading Jewellery pictures (designs) into software.
- Taking a Message if person not on desk and giving them reply.
- Welcome greeting to the clients and asking them how I help you.
- Arranging meeting with clients.

Work Experience (Outside - U.A.E)

Company Name: **SUNDATA PROCESSING.**

Department: Front Office

Designation: Receptionist

Experience: 2007 to 2009

Designation: Sales Coordinator

Experience: 2009 to 2012

Designation: Sr. Dispatch head

Experience : 2012 to 2017

Receptionist Roles:

- **Handling all incoming outgoing calls.**
- **Making Calls to client given list by respective person.**
- **Taking a Message if person not on desk and giving them reply.**
- **Welcome greeting to the clients with Tea or Coffee and asking how can I help them.**
- **Keep Desk clean and Tidy.**
- **Arranging meeting if Someone says.**
- **Receiving couriers and informing to them and also sending couriers.**
- **Handling all incoming outgoing calls.**
- **Making Calls to client given list by respective person.**
- **Taking a Message if person not on desk and giving them reply.**
- **Welcome greeting to the clients with Tea or Coffee and asking how can I help them.**
- **Keep Desk clean and Tidy.**
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Sales Co-Ordinator Roles

- **Coordinating with branches, & clients.**
- **Maintaining the MIS report of daily activity done by the Branch Sales Executive.**
- **Generating automated reports on daily basis.**
- **Taking orders from the clients like. Barcode , labels, Printers and Scanners products.**
- **Finalize order confirmation**

- payment follow up.

Checking Outlook Mails.

- Dispatch Department Roles:
- Checking Invoice quantity with Material.
- To give for packing material in box.
- To give Parcel to courier person.
- Updating client courier details.
- Co-coordinating with client about parcel till it reaches to them.

Hobbies - Listening to Music , Cooking.

Personal Information

Name : Priyanka Nikunj Sagar
Father's Name : Lalit Soni
Nationality : Indian
Date of Birth : 23rd June, 1988
Sex : Female
Marital Status : Married
**Languages Known : English, Gujarati
And Hindi.**
**Address : 2nd floor /212 Al Quoz
Near Al khail Mall Dubai UAE**

Date: 07/01/2020

Place: Dubai.

(PRIYANKA NIKUNJ SAGAR)

