

CURRICULUM VITAE

Mrs. Prema Seetharama

Sharjah- UAE

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Objective

To obtain a challenging position in a high quality working environment, where my resourceful knowledge and academic skills will add value to the organization.

Areas of Expertise

- Medical Orderly
- Receptionist
- Coordinator

Work Profile

Organization : Thumbay Hospital Day Care - Sharjah

Experience : April 2017 till date (3 + year UAE)

Designation: Medical Orderly & Receptionist.

- Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.
- Answer phone calls and transfer to correct department.
- Maintain log books, including sign-in/out logs, front desk expenditures
- Develop and utilize effective filing and retrieval systems.
- Maintain office supplies by placing orders and evaluating new products.
- Responsible for checking and sharing Emails in organized manner.
- Performed other non-medical duties as required by nurses.
- Provided comprehensive support to nurses.
- Moved patients from wards to other hospital areas like operating rooms and treatment rooms lifted patients on to a wheel chair or stretcher.
- Answered patients' call signals and coordinating for appointments.
- Provided patients with help walking, exercising, and moving in and out of bed.
- Handling data collection, spread sheet files, and managing all essential tasks within a demanding time frame.
- Observed patients' conditions, measuring and recording.
- Provide and give cooperative service to patients, staff, visitors, and others as part of the commitment to quality service.
- Sets up equipment, such as oxygen tents, portable x-ray machines, and overhead irrigation bottles.
- Maintaining non medical store.

Accomplishments

- 🏆 Awarded as best team work in the year of 2018.

Training Certificate

- Participation of “ AHA (Heart Saver : Hands Only CPR) “
- Participation of “3C (Communication, Courtesy and complaint handling)”
- Participation of “Active Listening “

Skills

- Photo Shop
- Microsoft Excel & Word

Education

Higher secondary education.

Language

English, Hindi, Kannada & Malayalam.

Personal Details:

Name	:	Prema Seetharama
Date of Birth	:	25-03-1980
Nationality	:	Indian
Marital Status	:	Married
Gender	:	Female
Visa Status	:	Residence visa till 17 th APRIL 2021.

I here by declare that the information given above is true and the best of my knowledge.

Sincerely

Prema
0581569353