

Curriculum Vitae

SANA ASHRAF

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Objective

To secure an appropriate position, that will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

Summary

I have completed my Bachelors in Cardiology Laboratory Techniques from Jamia Hamdard (New Delhi, India). I have articulate and professionals communication skill including technical aspect. My goal is to work in a learning and challenging environment, utilizing my skill and knowledge to the best of my abilities and contribute positively to the growth of the organization, to continue my career as a cardio vascular technician at a top-notch facility

A customer focused and articulate individual who possesses a friendly and personable approach along with strong time management skills and the ability to listen carefully to client requirements. An effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities. Recognized for successfully meet targets, proficiently formulating and implementing budgets, building high-performing teams and nurturing fruitful relationships with customers.

Module covered

MS-Office: MS-Word, MS-Excel, MS-Power point

Experience Summary

Sigma maids cleaning services LLC, Dubai.
OFFICE December 2019-till date
SECRETARY

Al Sandoq Al Thahabi Facilities Management
LLC,Dubai.
ACCOUNTANT March 2019-October 2019

Arogya Shri Hospital , New Delhi
CARDIAC TECH May 2018 – Sep 2018

Neo Hospital , New Delhi
CARDIAC TECH Jan 2017 – Jan
2018

Arogya Shri Hospital , New Delhi
CARDIAC TECH June 2016 – Dec
2016

Majeedia Hospital , New Delhi
CARDIAC Nov 2015 – May
INTERN 2016

As A OFFICE SECRETARY Duties:

- Managing the sales process for new prospects, from initial contact through to closure.
- Dealing with customer enquiries face to face, over the phone or via email.
- Contacting prospective customers and discussing their requirements.
- Achieving all revenue targets & objectives in line with the Area Business Plan.
- Working closely with the marketing team to produce any sales collateral required for the target market.
- Reporting business trends and area performance to the National Sales Manager.
- Developing & maintaining successful business relationships with all prospects.
- Identifying what customers want.
- Planning and organising the day to ensure all opportunities are maximised.

As A CARDIAC TECH.

KEY SKILLS AND COMPETENCIES

- a) Conduct necessary clinical procedure such as ECG, ECHO, TMT, HOLTER, and STRESS ECHO.
- b) Produce reliable and precise data to support diagnosis investigations.
- c) Carry out routine tasks accurately and follow strict methodologies to carry out analyses.
- d) Ensure the laboratory is well-stocked and resourced.
- e) Obtain appropriate record of patient's relevant data for physician review.
- f) Regularly performed cardiovascular diagnoses without supervision.
- g) Monitoring of cardiac imaging equipment, patient blood pressure and heart rate to ensure

patient status is suitable for any operational procedure.

Qualification

Degree	School/University	Passing Year
Bachelors in Cardiology Laboratory Techniques	Jamia Hamdard, New Delhi	2016
Intermediate	Nazareth Academy, Gaya CBSE	2012
Matriculation	Nazareth Academy, Gaya CBSE	2010

Personal Skills

- Team work
- Patient and diligent
- Influencing skills
- Maintain professional relationship
- Administrative skills
- Exceptional conversational skills

Personal Details

Date of Birth	April 15, 1994
Nationality	Indian
Marital Status	Married
Languages Known	English, Hindi, Urdu

Passport Details

Passport Number	P8136149
Date of Issue	March 08, 2017
Date of Expire	March 07, 2027
Place of Issue	India
Visa Status	EMPLOYMENT

Place:

Date:

Sana Ashraf