



# TANYA JAIN

## SKILLS

- Office Administration
- Multitasking
- Customer Service
- Organization Skilled in medical billing and coding
- Passionate about providing excellent service
- Interpersonal Skills
- Communication Writing and Documentation
- Leadership.
- Understanding of policy, planning, and strategy.

## EDUCATION

Ham Academy, Jagdalpur, Chhattisgarh  
2012 SSLC  
2014 2nd PUC

## CONTACT DETAILS



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#204 EWANS  
DUBAI INVESTMENT PARK-1

## CAREER OBJECTIVE

AIM TO BE ASSOCIATED WITH A PROGRESSIVE ORGANIZATION THAT GIVES ME THE SCOPE TO APPLY MY SKILL AND TO INVOLVE AS A PART OF TEAM AND DYNAMICALLY WORK TOWARDS THE GROWTH OF THE ORGANIZATION. TO BE A MEMBER OF A PRESTIGIOUS ORGANIZATION WHICH OFFER ABSOLUTE EXPOSURE CHALLENGE AND BRIGHT CAREER

## EXPERIENCE

### RELEAF MEDICAL CENTER 2020 OCT - PRESENT UAE MEDICAL RECEPTIONIST

- Independently scheduled and registered patients to ensure minimal waiting time while maximizing the ward's efficiency.
- Introduced new appointment scheduling system, saving physicians an average of 9 work hours a month.
- Maintained cash receipts and completed all necessary paperwork to resolve any problems on the balance sheet.
- Checked in and checked out the patients ensuring accuracy of patient information as well as completeness of co-pays, charges, and insurance information.
- Received and distributed all incoming mail.

### Nov2016–24March2021 Operation Director ASY Travel Solutions Pvt. Ltd

- Joined ASY as Operation Manager @ Bangalore in 2016 – Client Hinduja Global Solutions
- Handling 50 Cabs & 225 Trips per Day – Under MY control, I had 2 Site Managers & 6 Shift In Charges.
- Moved to Chennai in the year 2018 as Operations Head for Chennai
- In 2019 I was made Director Operations of ASY

- **Work Profile of Director Operations**

- Coordinating with the clients on Day to Day Basis, Understanding their need & Challenges if any
- Coordinating with the Operations Managers, Briefing them about the Clients Requirements and Planning the Operations with them.
- Regular Client Visits and discussions with the Shift Managers & Sort out the Operational Pain Points
- Conducting In House Training programs for Managers & Shift In-Charge & Supervisors
- Follow up with Clients on Invoicing & Billing
- Ability to oversee budgeting, reporting, planning, and auditing.
- Ability to address problems and opportunities for the company

**Jul 2014–Jul 2016 Inbound sales Senior Relationship Manager/TEAM LEADER  
Seek- &- Hide travels 2years (International voice process)**

- promoting and marketing the business.
- dealing with customer queries and complaints.
- providing advice about visas or passports.
- recruiting, training and supervising staff.
- managing budgets.
- maintaining statistical and financial records.
- planning.
- selling holidays and insurance.