



ANSYAH RAHIM

FRONT DESK RECEPTIONIST

CAREER OBJECTIVE

Seeking the position of front desk receptionist in the healthcare sector where strong communication and organizational skills can be put to practice to coordinate smooth operation of the establishment

WORK EXPERIENCE

ACCOUNTANT AND FRONT DESK

Edge optical
Adoor, Kerala, India

FROM: DEC 2021
to : still working

FRONT DESK RECEPTIONIST

Al Mas Ideal Medical Centre
Jeddah, Saudi Arabia

FROM : MAR 2016
TO : JAN 2020

FRONT DESK RECEPTIONIST

Diana Heights Luxury Hotel
Ernakulum, Kerala, India

FROM : SEP 2015
TO : FEB 2016

EDUCATION

MEDICAL CODING AND BILLING

K S T E D Adoor
Kerala, India

DIPLOMA IN AVIATION AND HOSPITALITY MANAGEMENT

B & B aviation academy
Karnataka state Open University
Karnataka, India

CLASS 12

National institute of Open University
Kerala board of higher secondary examination
Kerala, India

CONTACT

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V T HOUSE

MUNDAYAMPARAMB PO
EDOOR,IRITTY KERALA, INDIA
PIN : 670706

PERSONAL PROFILE

GENDER : FEMALE

D O B : 27 April 1993

MARITAL STATUS : MARRIED

CITIZENSHIP : INDIAN

PASSPORT NO : N7329197

LANGUAGE : ENGLISH
HINDI
ARABIC
MALAYALAM

CLINICAL SKILLS

Medical coding and billing
Insurance claim filling
Patient care and relation
Medical terminology
Physician support
Financial support
Insurance department
procedure

LANGUAGE SKILLS

English - expert
Hindi - expert
Arabic - expert
Malayalam - expert

EXPERTISE

Efficient in multiple language writing and verbal communication
Efficient in managing patient appointment schedule and recodes
Efficient in handling administrative and office task
Excellent problem solving skill and good team leadership
Highly organized and detail oriented

SOFT WARE EXPOSURE

Computer fundamental
Window operating system and internet concept
Ms Office – word, excel and PowerPoint

DECLARATION

I hereby declare that all above mentioned information is true and correct to the best of my knowledge and belief

PLACE:

DATE:

ANSYA RAHIM
