

SABIHA SHAIKH

FRONTDESK RECEPTIONIST

Dedicated and highly organized pharmacist & certified Medical coder with a passion for customer service seeking a challenging role as a Receptionist. Leveraging my strong communication skills, attention to detail, and ability to manage diverse tasks to provide exceptional front desk support.

WORK EXPERIENCES

GURU Krupa Hospital as Receptionist

June 2024–Mar 2025

- ✔ Handling incoming calls, scheduling appointments, and managing correspondence
- ✔ Documented patient medical histories, complaints, and all patient-related communications

PharmEasy as Outbound TeleCaller

Dec 2021–April 2022

- ✔ Utilized innovative sales techniques to upsell products and services
- ✔ Helping patients with their daily needs, which resulted in 98% positive feedback in patient surveys

A TO Z PHARMACY as Store Manager & Senior Pharmacist

July 2019–Dec 2021

- ✔ Overseeing sales assistants, cashiers, shelf stockers, and other pharmacy employee

Mayvi International Pvt Ltd. as Pharmacist

Mar 2018–Jun 2019

- ✔ Conducted thorough evaluations of chemical products to ensure quality & safety standards were met

Dhanvantri Medical Store as Pharmacist

Dec 2016–Jan 2018

- ✔ Conducted precise & timely data entry work, maintaining accurate records of patients information & medication inventory.

SKILLS

- ✔ Customer Service
- ✔ MS Office Skills
- ✔ Insurance Claim Analysis
- ✔ Documentation handling
- ✔ Medical Terminology
- ✔ Administrative Task



PERSONAL DETAILS

CONTACT

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Date of Birth

22nd March, 1997

Nationality – INDIAN

Marital Status – MARRIED

Address

Al Nahda Street
Sharjah , UAE

EDUCATION

Diploma in Pharmacy
2013–2016 (INDIA)

CPC CERTIFICATION
March 2023 (INDIA)

DENTAL CODING (Canadian
System) 2024
Abu Dhabi, U.A.E

LANGUAGES

ENGLISH

URDU

HINDI