



RAHMATHUNNISA

FRONT OFFICE EXECUTIVE

CONTACT

☎ 058-1887933

✉ nisapv123@gmail.com

📍 Abuhail. Deira, Dubai

🛂 Visa Status : Husband sponsorship

EDUCATION

Bachelor of Arts (BA English Literature)
Rabindranath Tagor University
India

Higher Secondary
Bengaluru, Karnataka Board
India

Diploma in Montessori Teacher Training
Zainab Nawawin Academy, Calicut, Kerala
India

KEY SKILLS

- Patient Reception & Registration
- Appointment Scheduling
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Google Workspace (Docs, Sheets, Calendar, Gmail)
- Data Entry & Records Management
- Verbal & Written Communication
- Customer Service & Complaint Handling
- Front Desk Operations
- Basic Billing & Invoicing
- Multilingual: English, Hindi, Urdu, Arabic, Malayalam, Tamil

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)
- Arabic (Basic Only)
- Malayalam (Fluent)
- Tamil (Fluent)
- Kannada (Fluent)

PROFESSIONAL SUMMARY

Efficient and detail-oriented Front Office Executive with over 2 years of experience in a hospital environment. Skilled in patient handling, appointment scheduling, front-desk operations, and administrative support. Proficient in Microsoft Office, Google Workspace, and hospital reception procedures. Friendly, reliable, and fluent in six languages, ensuring smooth communication with patients from diverse backgrounds.

WORK EXPERIENCE

Receptionist

IMCH Hospital, Tirur, Malappuram, Kerala, India

17 Feb 2022 – Mar 2024

- Greeted patients, managed check-ins & maintained appointment schedules.
- Handled patient inquiries and guided them through procedures with professionalism.
- Entered and updated patient records with high accuracy.
- Supported doctors and nurses by managing daily appointment flow.
- Maintained front office cleanliness and ensured waiting area readiness.

Administrative Assistant

Bab Al Isra Tourism LLC, Dubai, UAE

17 Joined Mar 2025

- Responded to client inquiries via email and chat regarding travel and booking services.
- Organized digital records, managed data entry, and assisted in itinerary preparation.
- Coordinated schedules and handled booking confirmations and follow-ups.

PERSONAL SUMMARY

- Nationality : India
- State : Kerala
- Date of Birth : 12-10-1993

REFERENCE

Bab al Isra Tourism LLC

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Siraj Moideen

Operations Manager

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