

JAMSHIRA KA

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Professional Summary

Enthusiastic and detail-oriented Receptionist and Medical Laboratory Technician with 5+ years of experience in healthcare and front desk operations. Skilled in patient interaction, appointment scheduling, office management, and laboratory testing. Known for excellent communication, strong organizational skills, and the ability to create a welcoming environment. Ready to join immediately, flexible with shifts and weekends.

Core Skills

- Front Desk & Customer Service
- Appointment Scheduling & Phone Etiquette
- Office Administration & Database Management
- Patient Records & Healthcare Documentation
- Laboratory Testing (Hematology, Biochemistry, Pathology, Serology)
- Equipment Operation (Roche Cobas E411, Mind Ray, Auto Pack 300)
- Multitasking & Time Management
- Languages: English, Hindi, Kannada, Malayalam

Professional Experience

Sun Diagnostic Laboratory, Jayanagar, Bangalore

Lab Technician & Receptionist | 2019 – 2024

- Conducted manual and automated cell counts, urinalysis, and clinical test panels.
- Operated and maintained laboratory equipment (Cobas E411, Mind Ray, Auto Pack 300).
- Managed patient appointments, front desk operations, and medical records.
- Delivered accurate laboratory reports, ensuring compliance with quality standards.

Expert Diagnostic, JP Nagar, Bangalore

Lab Technician & Receptionist | 2018 – 2019

- Assisted patients with registration and inquiries at the front desk.
- Performed hematology, clinical biochemistry, and pathology tests.
- Maintained patient files, appointment schedules, and lab documentation.

Clinic Receptionist

Receptionist | (Dates Not Specified)

- Answered calls, greeted clients, and managed schedules.
- Maintained reception area cleanliness and patient database.
- Supported administrative and customer service functions.

Education

Bachelor of Science in Medical Laboratory Technology - Paramedical Council of India – 2018

Pre-University Course (PUC) - Chennai Senior Secondary College – 2015

SSLC - St. Jochim's High School, Kabada – 2013

Additional Information

- Date of Birth: 03 April 1997
- Nationality: Indian
- Visa: Family Visa (UAE)
- Passport: W6882370
- Marital Status: Married
- Interests: Reading, Cooking, Traveling, Music