

## JOB OBJECTIVE

Targeting to secure an **Administrative Officer** position where I can contribute to efficient office operations through strong coordination, scheduling, documentation, reporting, and communication skills.

## CONTACT DETAILS

 physiosumaiyakhn@gmail.com

 +971 56 382 1915

## EDUCATION

**2020: Bachelor of Physiotherapy,**  
Dr. MGR Educational and Research  
Institute

## CORE COMPETENCIES

- Healthcare Administration & Operations Support
- Patient & Client Coordination (Non-Clinical)
- Scheduling, Rosters & Workflow Management
- Documentation & Records Management
- Quality & Compliance Support
- Reporting & Data Management
- Multidisciplinary Coordination
- Customer Service & Communication

## PERSONAL DETAILS

- **Languages Known:** English, Tamil, Hindi & Urdu
- **Address:** Abu Hail, Dubai, UAE
- **Nationality:** India
- **Passport Number:** Z745\*\*\*2
- **Visa:** Visit Visa (Valid till 13/03/2026)

# SUMAIYA BANU I

ADMINISTRATOR



## PROFILE SUMMARY

Detail-oriented **Healthcare Administrator** with 4+ years of experience supporting non-clinical operations in hospitals, home healthcare, and rehabilitation settings. Proven ability to manage **administrative operations, scheduling, documentation, coordination, compliance support, and stakeholder communication**. Strong background in healthcare workflows, EMR documentation, and quality support, with excellent organizational and communication skills.

## WORK EXPERIENCE

**Dr. MGR Educational and Research Institute | Chennai | August 2021 - October 2025 Healthcare Administrative Coordinator**

- Managed daily non-clinical administrative operations to ensure smooth service delivery.
- Coordinated patient registration, appointment scheduling, follow-ups, and discharge documentation.
- Maintained accurate electronic and physical records in compliance with confidentiality standards.
- Supported staff scheduling, duty rosters, attendance tracking, and workflow coordination.
- Assisted management with reports, summaries, audits, and compliance documentation.
- Acted as liaison between patients, families, clinicians, and management for administrative matters.
- Handled calls, emails, feedback, and service coordination professionally.

## SOFT SKILLS

- Strong Organizational & Time Management Skills
- Effective Written & Verbal Communication
- Attention to Detail & Accuracy
- Multitasking & Priority Management
- Professional Telephone & Email Etiquette
- Confidentiality & Data Privacy Awareness
- Problem-Solving & Decision Support
- Adaptability & Flexibility
- Reliability & Accountability
- Confidentiality & Professional Ethics
- Team Coordination
- Customer Service Orientation

## ADMINISTRATIVE TOOLS

- MS Word
- MS Excel
- MS PowerPoint
- Google Forms
- Outlook
- Teams
- EMR Systems
- Data Reporting