

BASILA SALMANFARIS

Office Admin

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EXPERIENCE

Microbiology and Reception staff

Koyas Hospital

05/2022 - 04/2025 Cheruvannur, Kerala, India

- Communicate and collect the data from the people and digitally record them
- Managing administrative tasks, supporting office operations, and assisting with clerical and organizational duties
- Collaborate with other staffs and colleagues to analyze the work to get best output
- Conducted patient communication and explained procedures to ensure comfort and cooperation
- Maintained patient records, test results, and laboratory workflow documentation
- Followed strict infection control protocols and laboratory safety guidelines

EDUCATION

B.Sc. Microbiology

EMEA College of Art and Science, Kondotty

2018 - 2021 Kerala, India

- Kondotty, Kerala, India

Higher Secondary, Biology Science

Abdurahiman Nagar HSS

2016 - 2018 Kerala, India

Sslc

Abdurahiman Nagar HSS

2015 - 2016 Kerala, India

SUMMARY

Dedicated professional with 3 years of experience in hospital settings, demonstrating strong organizational skills and attention to detail. Proven ability to communicate effectively and foster positive interactions with patients and staff. Exceptional time management skills contribute to efficient workflow and patient care. Committed to continuous learning and staying updated on industry best practices.

LANGUAGES

English

Native



Hindi

Native



Tamil

Proficient



Malayalam

Native



SKILLS

Microsoft Office

Microsoft Suite

Microsoft Power Point

Gmail