

MEENAKSHY BINU

HOSPITAL ADMINISTRATOR



CONTACT

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Rashidiya 3 Ajman,UAE

SUMMARY

Dedicated and organized Receptionist/Administration professional with experience in front-desk operations, patient handling, appointment scheduling, and customer service. Strong communication abilities, multitasking skills, and a proven commitment to providing a positive experience for patients and visitors. Seeking an opportunity to contribute efficiently to a professional healthcare team

SKILLS

PROFESSIONAL

- Problem solving
- Patient Relationship Management
- Public Relations
- Team work
- Time Management
- Interpersonal Skills
- Effective Communication

EDUCATION

- ADI INSTITUTE OF MANAGEMENT STUDIES KOCHI
HOSPITAL ADMINISTRATION - 2023
- GOVT ARTS COLLEGE THYCAUD
BA ECONOMICS
2020 - 2023

WORKING EXPERIENCE

- FRONT OFFICE RECEPTIONIST /ADMINISTRATION
Dr kashi super speciality Dental centre | 2024 - 2025
 - Performed data entry and updated system information
 - Managed front desk operations and greeted visitors
 - Maintained records, files, and documentation
 - Assisted with forms, and administrative tasks
- GUEST RELATION EXECUTIVE
Aster medicity Kochi | 3 months - Internship
 - welcomed and greeted guests professionally
 - Handle inquiries, Resolving complaints and concerns
 - Managed phone calls, emails, follow up ,collected feedback ,managed check ins
- CUSTOMER RELATION EXECUTIVE
Peter England | 7 months
 - Greeted customers and identified their needs
 - Promoted new products and ongoing offers
 - Coordinated with the team to achieve store goals
 - Built strong customer relationships to drive sales