



BAVITHRA.S

Email Id:

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60 Days Visit Visa valid up to
25th July

Present Address

Al khail Gate Community
J 3-3, Al Quoz, Dubai.
United Arab Emirates.

Permanent Address

Door no 951 vannankulam
Mimisal ,Avudaiyarkovil taluk
Pudukottai district

Personal Information

Father Name : V.Sekar
Date of Birth : 02.02.2002
Sex : Female
Nationality : Indian
Marital Status : Single
Languages : Tamil – Native
English – Fluent
Malayalam – Basic

OBJECTIVE:

I enjoy working in a target-oriented, challenging, and fast-paced environment. My friendly and outgoing personality, combined with my ability to effectively convey my ideas, will be an asset to any team. As a quick learner who is constantly striving for self-improvement, I am confident that I can become one of the best employees in your organization.

EDUCATION QUALIFICATION:

➤ **Bachelor's in Medical Imaging Technology (2019-2023)**

Meenakshi Academy of Higher Education & Research
Chennai, India.

➤ **HSC (2018-2019)**

Popular Matric Higher Secondary School
Pudukottai, Tamilnadu.

➤ **SSLC (2016-2017)**

Popular Matric Higher Secondary School
Pudukottai, Tamilnadu.

Working Experience:

Healthcare Management Assistant / Front Office Customer Care Executive (Bharath Super Specialty Hospitals)

I was employed as a Receptionist and Customer Service Executive at Bharath Super Specialty Hospitals from February 2023 to March 2025. In this role, I played a pivotal part in enhancing patient experiences and streamlining operations, ensuring a positive and efficient environment for both patients and staff.

JOB RESPONSIBILITIES:

Receptionist/Customer Service Executive (Bharath Super Specialty Hospitals)

- Welcome patients and visitors in a professional and friendly manner.
- Schedule, reschedule, and cancel patient appointments.
- Managed daily front office operations including patient check-in, appointment scheduling, and coordination with doctors.
- Handled inbound and outbound telecalls for appointment reminders, follow-ups, and patient inquiries.
- Maintained and updated patient records, insurance documents, and billing details using MS Office and hospital software.
- Supported billing and accounts team in processing invoices, handling payments, and maintaining cashbooks.

DECLARATION

Dedicated and detail-oriented healthcare administrative professional with experience in managing front office operations, tele calling, and patient accounts. Proven ability to ensure smooth hospital functioning and patient satisfaction through efficient communication, billing, and coordination.

Yours Sincerely
Bavithra.S