



# Sukanya Sudhakaran

Administrative Professional

## Contact

+971 503419460

sukanyasudhak23@gmail.com

Oudmetha, Dubai

## About Me

Dedicated Administrative Professional with over 7 years of experience in administration, customer service, and patient relations, including 3 years in the UAE healthcare sector. Skilled in coordination, documentation, and providing excellent support to clients and patients. Organized, reliable, and focused on maintaining smooth operations and efficient service within fast-paced environments.

## Skills

- Administrative & Office Management
- Customer Service & Communication
- Microsoft Office Suite
- Time Management & Multitasking
- Creativity & Adaptability
- Leadership

## Language

- English
- Malayalam
- Hindi
- Tamil

## Education

**Bachelor of Business Administration** 2014 – 2017  
*University of Kerala, India*

Gained a strong foundation in business management, marketing, finance, and organizational operations, with a focus on developing administrative and leadership skills.

**Plus Two (Higher Secondary Education)** 2010 – 2012  
*Kerala Department of Higher Secondary Education*

Completed higher secondary education with emphasis on core academic subjects, building a strong foundation for further studies.

## Experience

**Admin Executive** 2022 – Present  
*Booster Medical Centre L.L.C, Dubai*

Oversee daily administrative functions, including organizing and maintaining records, managing documentation, and coordinating internal processes. Assist in preparing reports, supporting billing and insurance procedures, and ensuring adherence to organizational policies and healthcare regulations. Streamline office operations to improve efficiency and maintain accurate administrative workflows.

**Patient Coordinator** 2020 – 2021  
*TLC Aesthetica, Kerala, India*

Managed patient coordination and administrative tasks, including maintaining records, assisting with medical documentation, and ensuring smooth communication between patients and healthcare professionals. Supported customer service by meeting commitments, addressing inquiries, and suggesting improvements to enhance patient satisfaction.

**Customer Service Executive** 2018 – 2019  
*IPCS Automation, Kerala, India*

Handled customer inquiries and complaints, providing timely and effective resolutions. Coordinated with internal departments to ensure smooth service delivery, maintain workflow efficiency, and enhance overall customer satisfaction. Assisted with administrative tasks to support day-to-day business operations.

**Business Development Executive** 2017 – 2018  
*Purple Systems, Kerala, India*

Identified new business opportunities and developed strategies to drive company growth. Collaborated with internal teams to improve operations and customer service, and assisted in preparing business proposals, presentations, and sales materials.

## References

### Dr Mohamed

Medical Director – Booster Medical Centre

**Phone:** +971 501186553

**Email:** smohamedmohideen123@gmail.com