

Soumya S

Receptionist

Sharjah, UAE | Phone: +971 50 872 9115 | Email: soumyasuresh8885@gmail.com

PROFILE

Organized and customer-focused professional with experience in administration, client service, and team coordination. Skilled in front desk management, scheduling, documentation, and communication. Adept at handling inquiries, managing office operations, and supporting daily workflows. Known for strong interpersonal skills, professionalism, and attention to detail. Seeking to contribute as a Receptionist in a dynamic organization.

KEY SKILLS

- Front Desk & Reception Management
- Customer Service & Client Relations
- Appointment Scheduling & Calendar Management
- Phone & Email Handling
- Document Filing & Office Administration
- Problem-Solving & Multitasking
- Communication & Interpersonal Skills
- MS Office (Word, Excel, Outlook)

EXPERIENCE

Healthcare Diagnostic Center – Lab In-Charge Oct 2017 – June 2025

- Managed daily front desk operations, including client check-in and communication.
- Supervised staff and scheduled shifts, ensuring smooth operations.
- Maintained accurate records and reports, improving efficiency.
- Provided customer support to patients and visitors in a professional manner.

Cooperative Diagnostic Center – Lab Technician Jan 2011 – Aug 2017

- Handled patient inquiries and guided them through processes.
- Maintained documentation and ensured proper filing systems.
- Assisted with client service and communication at the reception desk.

Medical Trust Hospital – Lab Technician Trainee

India | Feb 2007 – Dec 2009

- Supported staff with documentation and reporting.
- Coordinated with departments to ensure smooth workflow.

EDUCATION

- Bachelor of Science in Medical Laboratory Technology (B.Sc. MLT), Punjab Technical University | 2004 – 2007
- Bachelor in Business Management (Hospitality Management), Albedo School of Business Management | 2017 – 2020

CERTIFICATIONS

- Basic Life Support (American Heart Association – CPR & AED)
- DHA Certified (Dubai Health Authority)