



OBJECTIVE

To be an integral part of a competitive work environment, which would help me grow, both on the intellectual and personal front, thus contributing to the growth and success of the organization. Aspire to engage in challenging position and strive for guest satisfaction for the good will of the company and of my own.

EXPERIENCE

PHOENIX HOSPITAL, ABU DHABI, UAE

15/09/2021 - Till Now

Guest Relation Executive

- Assisting the guest ensuring the maximum satisfaction.
- Visit all in patients during their hospitalization.
- Handle the patients enquiries and complaints.
- Attending the phone call and transferring them.
- patient registration and checking reliability.
- Making appointments and cancellation.
- Collecting co- payment.
- Finding out insurance patient or cash patient before doing procedure.
- Color coding identification.

HEMAYA SECURITY SERVICE CO, ABU DHABI, UAE

Feb 2018 - August 2021

Security Officer

- protect company property and staff by monitoring safe and secure environment.
- Observe for signs of crime and disorder and investigate disturbance.
- Apprehend criminals and evict violators.
- Takr accurate notes of unusual occurrence.
- Report in detail of any suspicious incidents.
- patrol randomly or regularly building and perimeter.
- watch alarm system ,CC camera and operate emergency equipment.

NMC BRIGHT POINT ROYAL WOMEN HOSPITAL , Abu Dhabi, UAE

Nov 2015 - Nov 2017

Nursing Assistant

- Delivery cares as delegated by qualified nurse or other staff.
- providing care to patients under the direct supervision of registered staff.
- working at the reception and admitting patients doing the necessary paper works.
- Answering inquiries from patients relatives and visitors.
- Transport diagnosis images , patient files and pharmacy items between wards and department.

MINISTRY OF LAND REFORM, OKHALDHUNGA, NEPAL

June 2012 - April 2013

Computer operator

- Typing in nepali letters and sending it to other branches.
 - Preparing formal letters and sending it to the respective department.
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EDUCATION

Kailashkoot Multiple Campus

2011

Higher Secondary

2nd

School Leaving Certificate Nepal Board

2008

SLC

2nd

SKILLS

Good computer knowledge Good Communication skills Interpersonal skills Good Negotiation skills
Quick learner Time management Customer service Hard working Self motivated

LANGUAGES

English
Hindi
Nepali

PERSONAL DETAILS

Date of Birth : 15/04/1989
Marital Status : Married
Nationality : Nepal
Passport No : 08659702
Passport expiry : 28/03/2025
Visa status : Employment

DECLARATION

I hereby declare that all the statements made in this application are true & correct to the best of my knowledge & belief.