



# SEHRISH ALI

## About Me

Skilled in managing front-desk operations, scheduling appointments, handling patient inquiries, and ensuring a welcoming environment. Passionate about providing excellent customer service and improving patient satisfaction.

SALES EXECUTIVE  
/CUSTOMER SERVICES

### Contact

#### PHONE

0588246281

#### EMAIL

Alisehrish066@gmail.com

Visa Status Husband Visa  
Nationality Pakistani

Language English-Hindi

### Skills

Management Skills	=====
Creativity	=====
Digital Marketing	=====
Negotiation	=====
Critical Thinking	=====
Leadership	=====
Communication Skills	=====
Adobe Suite	=====
Productivity	=====
Crisis Intervention	=====

## EDUCATION

### Bachelor of Arts

University of the Punjab

2002-2004

### Non Invasive Aesthetician

1 Year deploma

2022-2023

## Experience

### Customer Services/Reception

*Bloom Aesthetic Clinic*

2023- Dec 2024

Key Skills

- ✓ Patient communication & assistance
- ✓ Appointment scheduling & management
- ✓ Electronic Medical Records (EMR) systems
- ✓ Insurance verification & billing support
- ✓ Front desk & reception management
- ✓ Problem-solving & conflict resolution
- ✓ Multitasking in a fast-paced environment
- ✓ Confidentiality & HIPAA compliance

Greet patients and visitors, ensuring a warm and professional first impression.

Schedule, reschedule, and confirm patient appointments efficiently.

Handle patient inquiries regarding services, insurance, and billing.

Process patient registrations, update records, and verify insurance details.