

Soniya Anish

A multi-talented professional with over 3 years of experience in Hospital administration and insurance role.

QUALIFICATION

- Master in Hospital Administration from Acharya institute of Health Science – Rajiv Gandhi University (2006)
- Trained on “Consultation of Quality Health Care in Hospitals” from Christian medical College and Bangalore Baptist Hospital.
- Trained on “Modern Techniques in Hospital Administration” from Rajiv Gandhi University of Health Sciences and Padmashree College of Hospital Administration.

WORK EXPERIENCE

1) ADMINISTRATION EXECUTIVE

Pranaam Hospital/Hyderabad. (From 08/11/2008 to 23/03/2011)

- Handle Office tasks, such as filing, generating reports and setting up for meetings.
- Handle queries and feedbacks quickly and professionally, both through email and telephone.
- Take dictation of meeting minutes, accurately enter notes and distribute.
- Prepare monthly forecast of expenses and budgets.
- Monitor office supply levels; reorder when appropriate.
- Co-ordinate between patients and consultants in Hospital.
- Explaining variations between billing estimates and billing invoice to communicate in a clear and concise manner to the patients.
- Respond to customer complaints.
- Delegate tasks as appropriate to other members of the team.
- Manages the basic accounting procedures for office and auditing use.
- Co-ordinate with other departments for the smooth running and quality service delivery.



Contact Details

Phone:

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E-mail:

soniyaelizabeth@gmail.com

Current Location:

Abu Dhabi, UAE

Skills

Administration

Basic Accounting

Teamwork

Customer Service

Recruitment

Training

Preparing minutes and reports

Languages

English, Hindi, Tamil, Telugu and Malayalam

2) OFFICE ADMINISTRATOR

Rainbow Children's and perinatal Centre, Hyderabad (From 16/01/2007 to 20/08/2008)

- Greeting patients and families, registration and billing.
- Tracked complaints and gave appropriate feedbacks through emails and telephone.
- Offered hands-on assistance to customers, assessing needs and maintaining current knowledge of consumer preferences.
- Submitted reports to senior management to aid in business decision-making and planning.
- Prepared Minutes of meeting on a weekly basis immediately after every meeting.
- Giving on the job training for the new employees.
- Reporting to the manager for the requirements and make budget.
- Answer the phone calls and manage appointments.

SOFTWARE SKILLS

- Experience on MS Office and other basic computer software's

PERSONAL INFORMATION

Nationality: Indian

Marital Status: Married

Visa Status: Dependent Visa (New Abu Dhabi Visa under process)

I hereby declare that the above given details are true to the best of my knowledge and belief.

Sonia Anish