

# VISHALI STEFAN

FRONT OFFICE | LAB TECH

+971 586390183  
vishaliandrew02@gmail.com  
VISIT VISA - EXP: 17-01-2025

## PROFILE

Dedicated and adaptable professional with a strong track record across roles and industries. Skilled in computer knowledge, Microsoft office & Hardworker with a proactive, solutions-focused approach. Known for effective collaboration, multitasking, and commitment to excellence, ensuring high-quality results in dynamic environments.

## WORK EXPERIENCE

### PATHCARE DIAGNOSTICS - CHENNAI, INDIA

Mar 2023 - Aug 2024

- Managed a high-volume reception desk, ensuring smooth and professional communication with clients, patients, and staff.
- Conducted routine laboratory tests, including blood analysis, urinalysis, and microbiological cultures, adhering to strict protocols.
- Scheduled appointments efficiently while minimizing conflicts and maintaining an organized calendar for multiple team members.
- Maintained and calibrated lab equipment to ensure precision and compliance with quality standards.

### PRIME INDIAN HOSPITAL - CHENNAI, INDIA

Feb 2017 - Feb 2023

- Handled incoming calls, emails, and inquiries, providing accurate information and resolving customer concerns promptly.
- Collected, labeled, and processed biological specimens following proper safety and ethical guidelines.
- Maintained a clean and welcoming front desk environment to enhance the client experience.
- Recorded and analyzed test results, preparing detailed reports for physicians and other healthcare professionals.

### MEDALL HEALTHCARE PVT.LTD - CHENNAI, INDIA

May 2021 - May 2022

- Processed payments, managed billing inquiries, and ensured accurate record-keeping of financial transactions.
- Implemented and adhered to quality control procedures to maintain laboratory accreditation.
- Coordinated office supplies inventory and placed orders to ensure smooth day-to-day operations.
- Assisted in maintaining laboratory inventory by monitoring supplies and placing orders as needed.

## SKILLS

- MULTITASKING
- CASH HANDLING
- MS OFFICE
- MANAGING FILES AND DOCUMENTS
- TIME MANAGEMENT

## EDUCATION

- BACHELOR OF SCIENCE | UNIVERSITY MADRAS  
MEDICAL SOCIOLOGY

Jun 2015 - May 2018

- DMLT | UNIVERSITY INSTITUTE OF PARAMEDICAL SCIENCE  
DMLT ( MEDICAL LAB TECHNICIAN)

Jun 2014 - May 2016

## LANGUAGE

- English
- Tamil