



Hemu Bishwas

About Me

Hardworking and dedicated receptionist with over 2 years of experience in Hospital department in Biratnagar, Nepal Eager to join a new team of professionals and assist them in thriving with my characteristic passion and commitment to the excellent.

Expertise Skill

- Basic in Computer
- Tally in Computer
- Communication skills

Contact



0566708493



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Al Barsha 1, Dubai (U.A.E)

(Visa Type: Visit Visa)

Education

- 2018-2022
Tribhuvan University (Nepal)
Bachelor in Business Studies
- Lord Buddha Secondary school
Intermediate | 2017

Work Experience

Golden Hospital, Biratnagar
(Nepal)
Receptionist | 2018-2020

- Handling all clients appointment
- Managing all appointments
- Attend all phone calls and report to related work
- Helps patients in distress by responding to emergencies
- Ensure availability of treatment information by filing and retrieving patients records
- Provide customer support
- Keep safe all medical record of patients in computer