



Sneha Elizabeth Alex

Front Office Executive

CONTACT INFORMATION

📅 20/01/1998

👤 Female

📞 0563190409

✉️ snehaalex998@gmail.com

📍 Al Shaiba Tower A, Tecom Barsha, Dubai Internet City

OBJECTIVE

As a detail-oriented and highly organized individual with a passion for creating memorable experiences, I am excited to bring my skills and creativity to plan successful events that align with your company's brand and vision.

VISA STATUS

Visiting visa

Valid till 13/10/2024

EDUCATION

May 2015- June 2016

St Thomas AHS Collage Chethipuzha

Diploma in operation theatre technician

March 2013 - March 2015

NSS HSS Karukachal

Higher Secondary in Biology science

WORK EXPERIENCE

2024 June - 2024 Now

Sulfa marketing management L L C

Sales Officer

Working as a Credit card sales executive

Continuously 2 months 5+ sales closed

2023 - 2024

Ovum Hospital HSR Layout

Front Office Executive

* Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.

* Coordinated work processes and routed paperwork to appropriate physicians and staff members.

* Answered multi-line phone systems and relayed correspondence to appropriate parties.

* Managed customer complaints and rectified issues to complete satisfaction.

* Booked surgeries according to physician volume and maintained prompt turnaround times.

* Routed case confirmations and made schedule updates each day.

* Delivered key administrative support to coworkers, taking on additional tasks during peak times.

* Handled payment processing and provided customers with receipts and proper bills and change.

2021 - 2023

CloudNine Hospital Bellandur

OT Technician

* Pre and post operative care

* Preparing patient for surgery

* Arranging instruments and equipment

* Assisting surgeons in plastic and reconstructive surgery

* Follow biomedical waste disposal protocols

* Reviewed medical charts for upcoming consultations and surgical procedure

* Ensure availability of medical and diagnostic supplies

* Coordination with ward staff for shifting the patient from post operative care

* Manage work to meet requirements

* Follow radiation safety guidelines

- * Manage hazardous waste
- * Responsible for adjusting lights and other machines in the operation room
- * Clean and maintain equipment in the operating room using aseptic technique
- * Provide equipment to surgeons anticipating the need and physicians' preference during operation procedures
- * Provide technical guidance to subordinates.

2018 - 2021

Jeevika Hospital Marathahalli Bangalore

OT Technician

- * Pre and post operative care
- * Preparing patient for surgery
- * Arranging instruments and equipment
- * Assisting surgeons in plastic and reconstructive surgery
- * Ensure availability of medical and diagnostic supplies
- * Manage work to meet requirements
- * Follow radiation safety guidelines
- * Manage hazardous waste
- * Responsible for taking specimens for laboratory analysis
- * Control the location of contaminated instruments and supplies to prevent the spread of infection

2016 - 2018

BCM Hospital Lucknow Uttar Pradesh

OT Technician

- * Pre and post operative care
- * Preparing patient for surgery
- * Arranging instruments and equipment
- * Assisting surgeons in plastic and reconstructive surgery

CERTIFICATIONS

- * Neonatal Resuscitation Program certification
- * Basic life support Training certification
- * NSI module certification