



ESMEE SABINA

MBA IN HEALTHCARE MANAGEMENT

CONTACT

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Visa Status: Family Visa

OBJECTIVE

Proven ability to perform in individual, team and organizational levels. Multitasks and prioritizes workload with little or no supervision. Passionate about quality and focus on continuous improvement.

WORK EXPERIENCE

Admin Assistant

Eaagle view Measurements and calibration, Chennai, India

2016- 2017

- Responsible for preparing and delivering reports to company management and clients after every project.
- Drafting and editing reports, quotes and proposals.
- Perform routine clerical tasks like copying, scanning, filing and mailing
- Resolve customer problems in a professional & courteous manner.
- Organize and schedule appointments.
- Answer and direct phone calls.

Receptionist & Admin Assistant

Albertel Technologies, Ernakulam, Kerala, India

2014 - 2016

- Greeted all clients and visitors, ensuring that they received outstanding first impression of the company.
- Maintained all office equipment including printers, copiers.
- Monitored office supplies and replenished stock as necessary.
- Provided personalized secretarial and administrative support in a well-organized and timely manner.
- Assist with the preparation of quotes, reports and invoices.
- Admin tasks as quote preparing, responding to email and telephonic inquiries.
- Write and distribute email, letters and forms.
- Develop and maintain a filing system.

EDUCATION

MBA in Healthcare Management

Suresh GyanVihar University , Jaipur, India
2018-2020

B-Tech in Electronics & Instrumentation Engineering

Federal Institute of Science And Technology (FISAT), Kerala, India.
2010 – 2014

LANGUAGES KNOWN

English, Hindi & Malayalam

KEY SKILLS AND CHARACTERISTICS

Excellent listener
Goal oriented
Admirable customer support and managerial skills.
Poised under pressure
Highly organized
Amazing ability to work single-handedly.
Analytical skills and ability to troubleshoot
Quality Assurance
Solid written and verbal communicator
Proficiency in Microsoft office
Teamwork

DECLARATION

It is therefore asserted that this document is an interpretation of my edificial and supplemental application and the information specified here is true to the finest of my comprehension.

Abu Dhabi
28 - 10 - 2022

ESMEE SABINA