

venu gudla

UAE, Abu Dhabi,

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PROFILE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company. To attain a suitable position, experienced in **Basic Accounts, Receptionist, and Billing** with renowned organization.

SKILLS:-

- Written and **verbal communication skills**.
- Customer service.
- **Multitasking** and prioritizing.
- Dependability.
- Familiarity with Microsoft Office.
- Problem-solving.
- Ability to work under pressure.
- Attention to detail
- Good Typing Skills.

❖ PERSONAL DETAILS:

- Name – VENU GUDLA
- Nationality- Indian
- Date of Birth- 17/09/1996
- Religion- Hindu
- Gender- Male
- Marital Status- Single
- Visa Status- Residence

PROFESSIONAL EXPERIENCE

❖ AL KHAZNA MEDICAL CENTER, Musaffah, Shabiya M9, Abu Dhabi (FEB 2018 TO MAR 2019).

Responsibilities

- . Answer phones; handle insurance, Collection of daily cash in OP front desk, cross verification with the collection printout. Daily updating collection, petty expenses in excel sheets including all Purchase, Returns, Collection, Expenses, Payments.
- Achieved 95% customer satisfaction score based on feedback forms.
- Handled successfully 100+ phone calls daily with no complaints.

❖ KLINIKA MAHARLIKA, EMIRATES HEALTHCARE GROUP (Dubai, Satwa) • Medical Receptionist / Patient Relation Executive , Oct. 2019 to March 2020.

Responsibilities

- . Answer phones; handle insurance, Collection of daily cash in OP front desk, cross verification with the collection printout. Daily updating collection, petty expenses in excel sheets including all Purchase, Returns, Collection, Expenses, Payments.
- Extended a friendly greeting to all patients and managed scheduling,

❖ **NEW FAMOUS MEDICAL CENTER. ABU DHABI. RECEPTIONIST / ADMINISTRATION (From Mar 2020 to Apr 2021 Date).**

Responsibilities

- *responsible for answering incoming calls, directing calls to appropriate staff, greeting and checking in all patients for office appointments, including paperwork for patients to fill out, scanning insurance cards, entering all demographic information into the electronic health record. Handling the Staff Timings*

❖ **MEDLUX MEDICAL CENTER. ABU DHABI. RECEPTIONIST / ADMINISTRATION (From NOV 2021 to TILL Date).**

Responsibilities

- *responsible for answering incoming calls, directing calls to appropriate staff, greeting and checking in all patients for office appointments, including paperwork for patients to fill out, scanning insurance cards, entering all demographic information into the electronic health record. Handling the Staff Timings*

Computer Programs/ Clinical Software's: UNICARE, SHADE, INSTA, MS Office (Word, Excel, Outlook, PowerPoint).

Education

2011 – 2012

High School Diploma, V.B.M. Model High School, Mumbai.

2014 – 2015

Intermediate, NSS College, Mumbai.

Languages

- English
- Hindi
- Marathi
- Telugu

DECLARATION

I hereby certify that the above information is true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early waiting for your Positive response.

Reference shall be provided on request

(VENU GUDLA)

