



# SANDEEP DAWATH

## SUMMARY

To get a Respectable, Reputed and Challenging designation in an Esteemed Organization with job satisfaction and looking for a simulative work environment and scope for Growth.

## EDUCATION

### April 2019

State Board of Technical Education and Training

### March 2016

Board of secondary Education

## WORK EXPERIENCE

### (UAE Experience)

➤ **Bluebell IT Solutions, Customer Service Executive** (Currently working since August 2022, Dubai)

- Handling Customer queries via Phone, Chat and Email regarding New Softwares and provide them with proper solution to maintain a good relation.

➤ **Phoenix Hospital LLC, Guest Relation Executive** (April 2022 to August 2022, Abu Dhabi)

- Receiving and directing visitors, fielding telephone calls
- Adept Typing, word-processing, and Data Entry Skills
- Makes copies of paperwork and distribution as needed
- Uploads digital files and data
- Scans paper documents and verifies that scanned documents are clear and legible

➤ **Lifeline Hospital (LLH), Front Office Executive** (December 2021 to March 2022, Musaffah, Abu Dhabi)

- Receiving and directing visitors, fielding telephone calls
- Documentation skills
- Adept Typing, word-processing, and Data Entry Skills
- Makes copies of paperwork and distribution as needed
- Uploads digital files and data
- Scans paper documents and verifies that scanned documents are clear and legible

## CONTACT

PHONE:

+971526586182

## ADDRESS

Jumeirah, Dubai

## EMAIL:

sandeepdawath19@gmail.com

## HOBBIES

Listening Music  
Watching YouTube  
Playing Cricket  
Watching Movies

## LANGUAGES

English  
Hindi  
Telugu

## SKILLS

Operating system: MS Office, Windows XP, Windows7  
Typing Speed 45 WPM  
Estijabah

➤ **Manorama Super Speciality Hospital, System Administrator (May 2019 to December 2021)**

- Receiving and directing visitors, fielding telephone calls
- Makes copies of paperwork and distribution as needed
- Clear Handwriting
- Bills and invoices
- Data Processing
- Adept Typing, word-processing, and Data Entry Skills
- Uploads digital files and data
- Scans paper documents and verifies that scanned documents are clear and legible
- Maintaining the Petty Cash and Ledgers
- Maintaining the Staff Attendance Sheets and preparing the salaries, Cheques