



SABEYA KHATOON

FRONT DESK CUM AND OFFICE ASSISTANT

📍 Dubai, United Arab Emirates, Dubai, United Arab Emirates

☎ +971-56-266-9043

✉ sabeyafalak12@gmail.com

ABOUT ME

I am a dedicated and customer-focused professional with extensive experience in cashier and receptionist roles. With a proven track record of delivering exceptional service and accurately handling transactions, I excel in fostering positive customer experiences. My strong communication and interpersonal skills enable me to effectively manage multiple tasks in a fast-paced environment. Additionally, I am proficient in handling cash, processing payments, and efficiently resolving customer inquiries, making me a valuable asset to any organization.

EDUCATION

HIGHER DIPLOMA, ART HISTORY

Babasaheb Bhimrao Ambedkar Bihar University / Bihar Sharif, India / 2021

LANGUAGES

ENGLISH

HINDI

URDU

WORK EXPERIENCE

AL KARMEL STUDIO, JVC CIRCLE MALL
Dubai
Dec 2022 - Present

Front Desk Cum AND Office Assistant

- Process transactions accurately and efficiently using cash registers or point-of-sale (POS) systems.
- Handle cash, credit card, and other payment methods in accordance with company procedures.
- Greet customers, answer inquiries, and provide information about products or services.
- Scan items, weigh produce, and calculate totals for purchases.
- Bag merchandise, provide receipts, and handle returns or exchanges as needed.
- Maintain cleanliness and organization of the checkout area and surrounding workspaces.
- Keeping an inventory of office supplies and ordering new materials as needed, Maintaining files.

PRASAD HOSPITAL (A UNIT OF PRASAD IDEAL HEALTHCARE PVT. LTD.)
INDIA
Feb 2018 - Nov 2022

TPA CO-ORDINATOR

- Facilitated seamless coordination between insurers and hospitals to expedite claim settlements.
- Conducted thorough documentation reviews to ensure accuracy in bills submitted by claimants.
- Diligently cross-checked claim details to verify and approve settlements efficiently.
- Acted as the primary liaison between healthcare providers and insurance companies, enhancing communication and service delivery.
- Monitored TPA team performance to drive continual improvement and efficiency.
- Developed and managed strategic relationships with multiple hospitals, successfully negotiating favorable terms when necessary.

SKILLS

CUSTOMER SERVICE

CASH HANDLING

COMMUNICATION

COMPUTER SKILLS

MICROSOFT POWERPOINT

PERSONAL DETAILS

Nationality
Indian

Visa status
Employment

Marital status
Single