

Darshita Dhandhukiya

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ABOUT ME

a skilled and efficient receptionist working in a hospital. With a warm and welcoming demeanour, Darshita plays a vital role in creating a positive first impression for patients, visitors, and staff. exceptional communication skills allow her to handle a wide range of tasks with professionalism and empathy. Excels in managing phone calls, scheduling appointments, and handling inquiries, ensuring that everyone receives the assistance they need promptly and efficiently. As a receptionist, Darshita understands the importance of maintaining confidentiality and privacy in a healthcare setting. She upholds the highest standards of confidentiality when handling sensitive patient information, respecting their rights and building trust with both patients and colleagues.

SKILL

- Work Team
- Excel
- Email
- Word
- Power Point
- Internet Surfing

WORK EXPERIENCE

Mar. 2021 Receptionist

Jan. 2022

SHYAMAL HOSPITAL

- Scheduled and confirmed appointments.
- Answered and directed incoming calls using multi-line telephone system.
- Served visitors by greeting, welcoming and directing to appropriate personnel.
- Updated and recorded customer or client information to maintain accounts.
- Processed payments and updated accounts to reflect balance changes.
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Sorted incoming mail and directed to correct personnel each day.
- Maintained daily calendars, set appointments with clients and planned daily office events.

Feb 2022

Receptionist

DELTA Diagnostics

- Determined suitable anatomical positions and shielded patients to avoid injuries.
- Selected proper technique for ordered exam to prevent patient from receiving high levels of absorbed radiation.
- Performed radiographic procedures and related techniques, producing quality images for timely interpretation.
- Maintained highest levels of quality, safety and patient confidentiality by following hospital and regulatory guidelines when collecting patient information and conducting imaging procedures.
- Developed and labeled diagnostic images and films in accordance with established quality standards and updated patient records.
- Monitored stock and specialized inventory, anticipating need and availability.
- Reduced exposure to radiation using beam-restrictive devices and patient shielding techniques.
- Utilized sterile technique when performing invasive procedures, reducing infection.

EDUCATION

Saurashtra University
Bachelor of Arts
2021 to Conti...

Kadvi Bai Virani Girls School
HSC (Mass Promotion)
2021

Kadvi Bai Virani Girls School
SSC (Distinction)
2019

LANGUAGES

Gujarati

Hindi

English