

Taslima Akter

Sekhertek, Mohammadpur, Dhaka, Bangladesh

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Career Objective

Dedicated and professional Front Desk Officer with experience in hospital administration, patient handling, customer service, appointment management, and office coordination.

Professional Experience

Front Desk Officer – International Medical College & Hospital (IMCH)

August 2021 – Present

- Welcoming and assisting patients and visitors professionally.
- Managing appointments, registrations, and patient records.
- Handling phone calls, inquiries, and front desk operations.
- Coordinating with doctors and administrative departments.

Education

MBA (Enrolled) – Human Resource Management, Jahangirnagar University

BA in English – National University

Skills

- Front Desk Management
- Customer Service & Communication
- Office Administration
- MS Word, Excel & PowerPoint
- Team Coordination

Languages

Bangla & English