

NUR AFIQAH BINTE KAMSANI

Pasir Ris Street 21, Block 208, Singapore, Singapore 510208 +65 96970062 Nuyakamsani@gmail.com

Friendly student available for the weekend, evening, and holiday shifts. Considered hardworking, punctual, and driven. Albeit having little experience, is adaptable and willing to learn new things to work more efficiently



WORK EXPERIENCE

Service Crew

11/2020 to 02/2021

Sushi Tei

10 Tampines Central 1, Singapore 529536

Actively listened to customers' requests, confirming full understanding before addressing concerns.

Maintained excellent attendance record, consistently arriving to work on time. Carried out day-to-day duties accurately and efficiently.

Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

Served customers and followed outlined steps of service.

Receptionist

02/2022 to 09/2022

Twinkle Family Dental Care

201B Tampines St. 21, #01-1069, Singapore 522201

Greeted and welcomed patients and visitors in a friendly and professional manner.

Answered incoming telephone calls and responded to inquiries in a timely manner, Scheduled and maintained appointments and meetings.

Managed medical supplies and equipment inventory, Including sterilization of dental equipment.

Oversaw patient billing, verified medical insurance, contacted insurance providers, tasked with cashiering as well as dispensing medication for patients.

Assisted in administrative tasks such as data entry, filing, and document preparation.

Performed general office duties such as photocopying, faxing, and scanning documents



SKILLS

Customer Service

Reading comprehension

Computer skills

Responsible

Written Communication

Flexible & Adaptable

Teamwork

Interpersonal Communication

Multitasking abilities



EDUCATION

Greenview Secondary School

Other

English, Mathematics, Combined Sciences (Physics/Chemistry), Combined Humanities (Literature/Social Studies), Art, Malay

01/2014 to 12/2017