CURRICULUM VITAE

**First Name of Application CV No 1623234**

Whatsapp Mobile: +971504753686



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**SUMMARY**

 Energetic, result- oriented Receptionist eager to bring a strong administrative skills to a growing company in need of top level support. Excellent communication and relationship building skill. Articulate and friendly with a professional demeanor.

**HIGHLIGHTS**

* Document Management
* Administration Support
* Detailed oriented
* Mail and Package delivery
* Data Entry
* M S Office Package suite

**ACADEMIC QUALIFICATION**

* Post-Graduation in **MSC INFORMATION TECHNOLOGY** from M G University with First Class.
* Graduation in **PHYSICS** from M G University with First Class.
* Higher Secondary Education from State Board of Kerala with First Class.
* Matriculation from State Board of Kerala with First Class.

**COMPUTER SKILLS**

Windows 7,Windows XP, MS WORD, MS POWERPOINT, MS EXCEL, MS OUTLOOK, Internet.

**ACADEMIC PROJECT DONE**

Doctor Work Bench (2010 March-2010 August)

**About the project:**

The registration and Appointment scheduling module is an efficient patient management system that eases capturing of pertinent information of the patients. The patient administration functionalities of the hospital can be automated to provide proficient patient care. The scheduling of patient and physician appointments can be done from this module. The details about schedule of a physician, slots available in his schedule, scheduled slots, blocked slots, tracking of patients and their visits, scheduling appointments for unregistered patients and emergency patients can be viewed effortlessly. Scheduling, rescheduling and manipulating of appointments can be done easily from our patient registration module. Managing of patient records can also be handled effortlessly.

* Patient Registration Details
* Inpatient and Outpatient Registration
* Medical Alerts Details
* Appointment Scheduling (Patient/Doctor wise)
* Doctor's Schedule Summary
* Doctors Daily Schedule List
* Patient Visit History
* Medical Record Movements
* Appointments for Radiology tests and Operation
* Patient Visit Slip
* Sponsorship Details

**STRENGHTS/SKILLS**

* Excellent knowledge of providing first contact services at the front desk
* Well versed in scheduling appointments and meetings
* Strong familiarity with operating multi-line telephone systems
* Proficient in handling filing systems and correspondence
* Computer Databases, Word, Excel, PowerPoint, Internet, Tally ERP and Outlook.

**CERTIFICATE COURSES**

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| --- | --- | --- |
|  **INSTITUITION** | **COURSE** | **DURATION** |
| ICDC IT training center(GOVT OF KERALA) | **Data** **entry** | 2 Months(12/2012-02/2013) |
| CAD POINT (CAD Training Center) | **AUTOCAD 2D (Mech)** | 3 Months (12/2013-02/2014) |

**ADDITIONAL SKILLS:**

* Committed to perform duties with patience according to the company’s policies.
* Effective written and verbal communication skills.
* Able to managing light bookkeeping and accounting procedures.
* Fast learner with a keen ability to set and maintain priorities.
* Ability to work with short cuts in MS WORD and have a typing speed of 40 wpm.

**PERSONAL DETAILS:**

 Date of Birth : 23 May 1988

 Nationality : Indian

 Sex and Marital Status : Female, Married

 Experience : Fresher

 Languages Known : English, Hindi and

 Malayalam