**CURRICULUM VITAE**

****

**Yasmin**

Email: yasmin.332235@2freemail.com

**Objective**

To apply my knowledge and experience in a competitive and growth driven industry, where I am able to add value and improve efficiency by contributing substantially and innovatively towards achieving company’s and individuals objective.

**Academic qualification**

B.A., in History, Madras University (1997)

**Additional Qualification**

Certificate course in Office Management (1994) from Annamalai University

Tamil Nadu, India.

**Professional Experience**

**Worked in Front office in Aysha Hospitals Pvt Ltd., Chennai, India (2006-2016)**

* Handling calls
* Data entry
* Registration for in-patients
* Registration for medical checkup for overseas employment.
* Having knowledge of medical terms and typing discharge Summary
* Billing for in-patient and OPD.
* Cash management.
* Record maintenance.
* Preparing Medical Insurance payment forms.

**Hands on experience**

* Knowledge of Microsoft office and Microsoft Excel.

**Personal Details**

Date of birth : 25-05-1973

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi and Tamil.

Visa status : Visit Visa

References on request