

**SOWJA**

**SOWJA.344444@2freemail.com**

**objective**

Seeking for substantial responsibility where my past and varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will gain me a career advancement opportunity.

**Personal Details**

Date of Birth : 07/08/1992

Nationality : India

Gender : Female

Religion : Hindu

Marital Status : Married

Language Known : English, Hindi, Tamil & Malayalam

Visa Status : Husband Visa

**EDUCATIONAL QUALIFICATION**

* B.A Literature from Annamalai University, Tamilnadu.
* Diploma in Aviation, Travel &Hospitality from Frank finn Institute Thrissur.

**computer QUALIFICATION**

* Knowledge in Windows, MS Office, Galileo etc.

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**work experience**

* 2 ½ Years Customer Relationship & insurance experience in Badr Al Samaa Medical Center Bur Dubai, UAE
* Worked as a Customer Relationship Officer in TATA AIG Life Insurance Company ,Thrissur Kerala, for 5 Months.

**duties and responsibilities**

* To take approvals(online&verbal) from the Insurance companies.
* To maintain medical records and report statistics when required.
* To register /Billing patients according to hospital protocols.
* Assigned the responsibilities of handling outbound and inbound calls.
* To explain clinic policy to patients while receiving and delivering messages.
* To assist patients in accurately completing appropriate forms and documents for the required information’s.
* Collect the detail about the customer.
* Inform the customer about the billing date and due date.

**key skills**

* Extremely inspired and committed person with proven analyzing and analytical skill sets.
* Well organized and result oriented individual with a clear vision towards completing the assigned task in a timely and effective manner.
* Young energetic and self-motivated.
* Ability to reach targets with in deadlines in an intensely competitive filed.
* Strong desire to do challenging works , efficient worker and quick learner.
* Smart Working , Punctual & Optimistic
* Good Learning & Listening Abilities
* Committed to providing excellent quality service.
* Willing to go out of my way to make guests comfortable.
* Results-oriented, self-starter with experience

**declaration**

* I certify that all the details provided above are all correct according to my knowledge and belief.