**Jenifer**

**Jenifer.349564@2freemail.com**

**CAREER OBJECTIVE:**

To obtain a challenging and competitive professional career and excel in offering the best service using interpersonal abilities, creativity, and team work.

**EDUCATION QUALIFICATIONS**

* Bsc Nutrition and Dietitics,Year:2005 to 2008 Bharath college of Arts and Science affiliated to Bharathidasan University ,Trichy.

**SKILLS AND COMPETENCIES:**

* Communication skills
* Managing skills,
* Leadership skills
* Problem solving skills

**PROFESSIONAL QUALIFICATION:**

**BTEC HNC in Hospitality , Air travel management and customer care course in frankfinn institute of**

**Airhostess training. Trichy.**

Where I got trained in the following:

* Personality development,
* Grooming,
* Air travel Management,
* Aviation,
* Swimming,
* First aid,
* Interview skills,
* Hospitality,
* Galieo and Fidelio,
* Customer care service,

**WORK EXPERIENCE: Total 5 years of Experience both in Healthcare and Airline Industry.**

**E] Dr.Shyam Ayurveda Centre. Dubai as a Guest Releation Executive From Dec 2016 to Till the date.**

* Receiving and greeting Patients.
* Schedule Appointment for therapies.
* Sales related works.
* To maintain inventionary and Stock.
* To update daily sale report to Manager.
* Patients co ordination.
* Insurance Coordinating.
* To maintain petty cash Details.
* HR Related functions.

**A] Parvathy Ortho Hospital Private Ltd.Chennai.Worked as a Frontoffice Executive From 12th Feb 2015 to 31st Dec 2015 & promoted as Front office Incharge from 1st of Jan 2016 to 1st may 2016**

**Roles & Responsibilities:**

* Receiving and Registration of patient
* Create unique hospital identification (UHID) of patients.
* To guide patients to consult doctor .
* To prepare monthly duty roaster
* To arrange duty allocation for staffs
* To prepare op daily reports and updating to chairman
* To maintain documentation properly
* Checking daily patients feedback forms.
* To given training to staff, regarding patient care service
* To fix appointments for doctors.

**B] Go Airlines India ltd. Chennai Airport as a Security Executive From Jan 2014 to July 2014.**

**Roles & Responsibilities:**.

* Check in passenger
* Greeting the passenger
* To given announcement regarding Depature
* Baggage make up area duties.
* Pre flight checking and Clearence.
* Supervising While loading cargo segments.
* Guarding the aircraft.
* Reporting flight detail to headoffice.
* Answering incoming calls and forwarding to concern departments.

**C] Jet Airways India ltd. Chennai Airport as a Security Executive From May 2012 to Nov 2013**

**Roles & Responsibilities:**.

* Check in passenger
* Greeting the passenger
* To given announcement regarding Departure
* Baggage make up area duties.
* Pre flight checking and Clearance.
* Supervising While loading cargo segments.
* Guarding the aircraft.
* Reporting flight detail to headoffice.
* Security ladder point checking

**D] Global Hospital and Health city. chennai as a Front office Executive from July 2010 to April 2012.**

 **Roles & Responsibilities:**

* Receiving and Registration of patient
* Coordinating patient to consult Doctor.
* Answering incoming calls and forwarding to concern departments
* To maintain all front office related files and documents.
* To find out patient problem and solving
* To guide patients to consult Doctor .

**PERSONAL PROFILE**

Father name : Mr.P.Esakki

Gender : Female

Marital Status : Single

Nationality : Indian

|  |
| --- |
|  |

**DECLARATION**

I hereby affirm that all the information endowed above is true till my awareness and I bear the responsibility for the correctness of the above-mentioned details.