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| 111.jpg |

### CURRICULUM VITAE

### DONA

**Email**: DONA.362731@2freemail.com

###

### Objective

### To pursue a challenging career and to be a part of progressive organization that will give me scope to improve myself more.

### Personal Details

Father name : ROY

Nationality : Indian`

Sex : Female

Marital status : Single

Date of Birth : 10/05/1990

**Languages known**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGES** | **READ** | **WRITE** | **SPEAK** |
| Malayalam |  |  |  |
| English |  |  |  |
| Hindi |  |  |  |

**Academic Record**

|  |  |  |
| --- | --- | --- |
| **COURSE**  | **INSTITUTION** | **UNIVERSITY/BOARD** |
|  B Sc computer Science  | K.V.V.S College, Kaithaparambu,Adoor | Kerala University(2008-2011) |
| Plus Two  | M.K.G.A.M HSS, Mannady | State, Kerala(2006-2008) |
| SSLC  | G.H.S, Kadampanadu | State, Kerala(2006) |

**Passport Details**

### Place of lssue: Trivandrum

### Date of lssue :16/04/2014

### Date of Expiry: 15/04/2024

**Strengths and skills**

* Hard working and willing to take on new responsibilities and responds to it with good initiative
* Ability to develop interpersonal relationship
* Self motivated,independent willing to perform multiple and cross functional tasks
* Good listened

### Work Experience

* Customer Care Executive for 1year 6 months at Vertex Customer Solution pvt ltd(kaloor, kochi).
* Front office assistant at Renai Medicity Hospital, palarivattom (1year).
* Working as front office executive at RIMS Hospital,Erattupetta(1 year 7 months)

###  Duties

* Patient registartion
* Answering telephone calls and dealing with face to face enquiries
* Greeted all patients and visitors in a pleasant manner
* Maintained a record of all payments and credits on the billing system
* Scheduling appointments for patients
* Maintaining a clean reception area to show a professional image
* Call-Backs
* Analyze health insurance benefits and verify insurance eligibility.

**DECLARATION**

I hereby declare that all the information furnished here in are true and correct to the best of my knowledge and belief.

Place : Kadampanadu

Date : *Dona*