**CURRICULUM VITAE**

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**VINITA**

**VINITA.374615@2freemail.com**

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**CARRIER OBJECTIVE - REGISTERED INDIAN PHARMACIST**

Seeking a career for my qualification in your esteemed organisation offer me an opportunity to explore my skills and abilities.

**PROFESSIONAL QUALIFICATION**

* Bachelor of Pharmacy

**ACADEMIC QUALUIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **SCHOOL/COLLEGE** | **YEAR** | **BOARD/UNIVERSITY** | **PERCENTAGE** |
| B.PHARM | Madras Medical College, Chennai | 2015 | Dr.MGR Medical University | 72% |
| HSC | St. Ursula’s A.I. Hr sec School, Chennai | 2011 | State board | 85% |
| SSLC | Assumption Hr Sec School, Chennai | 2009 | State board | 91% |

**PROJECT**

“IN VITRO ANTI-OXIDANT SCREENING OF EXTRACTS OF Mimosa pudica

( wholeplant)

**JOB TRAINING**

Undergone 1month apprentice training program as a pharmacist aid in Dispensing at Rajiv Gandhi Govt Hospital, Chennai-03

**WORKING EXPERIENCE**

* Currently working with Apollo home healthcare Ltd as a senior Medical Administrative Integrator from Aug-2016

**Responsibilities:**

* Coordination with clinical and non clinical team to assign and complete targeted work.
* Follow up calls after the patient’s enrollment for feedback and payment collection
* Managing accountability
* Selling products through calls, marketing, and achieving targets
* Handling customers queries and giving suggestions.
* Selling products and marketing for business development.
* Complete process follow up
* Calls handling and providing solutions for the patients issues as per their requirements during an emergency conditions
* Entering patient details in prospect and maintaining documentation in EMR.
* Dealing with medical equipment lead generation and delivery of the equipment
* Preparation of monthly review reports based on analysis in the aspect of business development

**AWARDS:**

* **Received an award for more number of calls handling and conquered or limited patients issues by sorting out in immediate manner/ response**
* **Received an award for good performer of the month.**

**HISTORY OF WORK EXPERINCE:**

**Designation:**

* Worked with AJUBA as a medical coder in the field of medical coding for about 1 year of experience from Sep 2015 to July 2016. Dealing with Anesthesia Business Consultant (ABC) project as a facility coder.

**Responsibilities:**

* Providing Healthcare Revenue Cycle Outsourcing for clients in the US.
* Receiving patient’s case sheet or charts which contains all provided informations about the patient’s diagnosis, treatment given and procedures performed.
* After receiving all the charts, the universal codes will be given to each and every diagnosis and procedures that were performed to that patient.
* Then the completed charts will be sent to the billing department, once the billing is finished, the billed charts will be sent to the clients for claiming the insurance.

**AREA OF INTEREST**

1. Pharmacist/ Chemist
2. Medical coding (Non Voice)
3. Healthcare related – customer service

**PERSONAL SKILLS**

* Willingness to learn and work in team
* Good knowledge in medical terminology
* Leadership, MS Outlook, MS Word, MS Power point
* Good communication skills
* Good knowledge in MS Office
* Good Typing knowledge

**PERSONAL PROFILE**

Date of Birth : 06-10-1993

Gender : Female

Marital status : Married

Nationality : Indian

Languages known : English & Tamil

**DECLARATION**

I hereby declare that the details furnished above are true and fair to the best of my knowledge.

**Place**:Chennai **Signature**

**Date: 13.11.2017**