**CIMY**



Email: [cimy-391413@2freemail.com](mailto:cimy-391413@2freemail.com)

**P**OST APPLIED FOR: RECEPTIONIST

**OBJECTIVE**

Secure a responsible position and Utilize My Knowledge to contribute in the Organization's Progress and success.

**Academic Qualifications**:

MSC chemistry

Bachelor of science honors degree in bot/zoo/chem

Plus Two (science BPC)

SSLC

**Languages Known**:

English (fluent)

French(fluent)

Telugu(Fluent)

Hindi (speaks)

Tamil (speaks)

Malayalam (mother tongue)

* **QUALITIES AND SKILS**:
* Maintaining a diplomatic approach to maintain a professional touch and hard work to become a pro level dignity.
* Good skill in Microsoft excel and Microsoft word.
* Good understanding, Communication, Presentation and Organizational Skills .
* Passionate to learn new skills and methods that enhance my productivity along with my company.
* Proactive in Nature and should be able to deal and communicate with people across the business channeL
* Capability of working in highly stressed environment with patience and enthusiasm.
* Flexible in terms of working hours.
* Able and wish to work independently.
* **PROFESSIONAL EXPERIENCE**

**PADRA CLINIC** Office coordinator (2018 June to till date)

* Creation and maintenance of an environment that ensures the highest level of customer service to all.
* Providing professional, friendly and compassionate service to all patients and staff in person and/or via telephone communication.
* Accurate scheduling and registration of patients.
* Obtaining and verification of patient insurance information, and manage patient insurance requirements such as pre‐authorizations.
* Timely communication via email, phone, and/or in person.
* Ordering of office/clinic supplies .
* Assist the clinical staff with setting up documents / triage cases for Clinical Coverage Review.
* Supports Directors in maintaining and tracking of monthly quality review of clinical documentation.
* Organize incoming and outgoing mails.
* Coordinate meeting and appointments.
* Prepare local purchase order for procurement.
* Research and retrieve information.
* Respond to complaints from customers and give after-sales support when requested.
* Store and sort financial and non-financial data in electronic form and present reports.
* Handle the processing of all orders with accuracy and timeliness.
* Inform clients of unforeseen delays or problems.
* Assist in the preparation and organizing of promotional material or events.
* Ensure adherence to laws and policies.
* **PRACTICAL EXPERIENCE**

* preparation of organic compound
* kinetic study and distribution
* identification of functional group
* conductometric titrations
* quantitative and qualitative analysis
* chromatography
* in project there was keen observation of instruments HPLC ,ADVANCED GAS CHROMATOGRAPHY and about data system and graphs.
* **PERSONAL DETAILS**

**GENDER** : FEMALE

**DOB** : 14/09/1993

**RELIGION**  : CHRISTIAN

**NATIONALITY**  : INDIAN

**VISA STATUS :** HUSBAND VISA

**EXPECTED SALARY** : INDUSTRY BEST

* **LICENCE**

**DRIVING LICENSE :** LIGHT VEHICLE (INDIAN)