

ANOOP KRISHNA K

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OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively

CAREER SUMMARY

1. Worked as Unit Clerk in **Saqr Hospital, Ras-Al Khaimah, under Belhasa Recruitment Services (2014 January- 2018 January)**
 - | **Job role :**
 - *Initiates the medical record by creating and processing the patient care record folder.*
 - *Retrieves medical records upon doctors, nurse's orders.*
 - *Typing handwritten medical reports by doctors into printable formats.*
 - *Scanning, printing, delivering items, paperwork, and equipment to necessary destinations, filling up for application forms, assisting patients for insurance purposes etc.*
 - *Delivers patient's files to assigned areas of the hospital by following established routing procedures.*
 - *Maintains patient confidence by keeping patient records information confidential.*
 - *Serves and protects the hospital community by adhering to professional standards and hospital policies.*
 - *Enhances medical records and hospital reputation by accepting ownership for accomplishing new and different requests exploring opportunities to add value to job accomplishments.*
2. 5 years working experience as a **Customer Service Associate (Non voice) / Data Entry Associate**/for **Perfezion Info Solutions, Poojappura, Trivandrum, Kerala, India (2007- 2012).**
3. **1 year working experience as Customer Service Executive (Non Voice) in Phykon Solutions, Technopark, Trivandrum.**
4. Worked in **Database information Centre, Government of Kerala, Kerala Aids Control Society** (On contract), 1 year (2012-2013)

EDUCATIONAL QUALIFICATIONS

<input type="checkbox"/> SSLC	Kerala Board of Public Exams	78%
<input type="checkbox"/> Pre -Degree	University of Kerala	60.8%

KEY I.T. SKILLS

- MS-Word, Ms-Excel, Powerpoint, Awareness of C-language
- 48 WPM typing speed (www.powertyping.com)

PERSONAL WORK ATTRIBUTES

- Fairly organized & dedicated Professional with positive attitude.**
- Ability to work under strict deadline schedules with attention to details.**
- Effective communication skills.**
- Friendly, Patient& Able to get along with people.**
- Enjoying working as a team and while under pressure.**
- Good customer relating style. Self motivated reason, diligent and Hard Worker.**

PERSONAL DETAILS

<input type="checkbox"/> Date of Birth	:	13 th May 1983
<input type="checkbox"/> Nationality	:	Indian
<input type="checkbox"/> Marital status	:	Married
<input type="checkbox"/> Health	:	Excellent
<input type="checkbox"/> Passport No	:	K3750623
<input type="checkbox"/> Home Address	:	Savera, Puthukulangara Post, Nedumangad, Trivandrum, Kerala, India-695 541

DECLARATION

I hereby declare that the above said information is true, correct to the best of my knowledge and belief.

ANOOP KRISHNA K