



AJESH C S

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Ernakulam Dist, Kerala, Pin 686667
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ajeshcsya@gmail.com

CAREER OBJECTIVE

Looking for an opportunity in a prestigious organization, when I can expose my experience and besides improving my skills and learning new technologies

EDUCATION

College of Applied Science (IHRD), Thodupuzha.

Post Graduate Diploma In Computer Application
66%
2006

St Stephen's College, Uzhavoor

BA Economics
51%
2005

Govt. HSS Peruva

Higher Secondary Examination
45%
2002

Govt.HSS Namakuzhy

Board of Public Examination
45%
2000

EXPERIENCE

Lourdes Hospital, Ernakulam

Administration Executive
21.01.2008 - 15.07.2018

To attend the patients and customers in the front office, Emergency, registration, admission and reception areas, provide guidance and informations, attend to the VIP customers or dignitaries coordinate with the other sections or departments to attend the needs of the patients, receive the patients in the emergency department, register the MLC cases and it's documentation, visit all the patients admitted in the hospital to ensure the promptness in services, and to intimate management the unusual accidents.

PERSONAL STRENGTHS

Strong work ethic and leadership skills, excellent communication skills, ability to take care of customer excellently, Customer handling, problem solving, team work.

SKILLS

Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely. To ensure excellent care and service to all the patients, to co-ordinate with doctor in patient care whenever required, complaints redressal, feedback, to ensure all appointments in time, preoperative and postoperative follow. Handling Front Office, Emergency Department and Public Relation Office, Vehicle and ambulance arrangements, IP and OP rounds, Problem Solving, Financial Counseling, C - Form and MLC intimation.

PERSONAL PROFILE

Date of Birth : 26.05.1985

Gender : Male

Father Name : C.I Sreedharan

Martial Status : Married

Hobby : Book reading, Listening Music

Knwon Language : English, Malayalam, Hindi

Driving Licence : EM/1531/04

Nationality : Indian

REFERENCE

Anna Siji George - "Lourdes Hospital, Ernakulam"
Administration Officer
mail@lourdeshospila.com
0484 412 1100, +919496992100

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular s.

Date : 8th Feb 2019
Place : Periyappuram

**AJESH C S**