**JOICY NIXON**

Phone : 8547810583

Kurumkottayil House

Banglaw Parambu Road

Patteripuram, Aluva  682 101

Kerala, India

|  |  |
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| Work Experience | **Computer Instructor** 4 MonthsST. MICHALE'S INSTITUTE, L.F. Nagar, Kaloor. |
|  | **Data Entry Operator** -2000 February  2004 MarchCochin Urban Poverty Reduction Project of Corporation of Cochin aided by Department For International Development India (DFIDI) |
| *The job profiles includes* | *Letter Drafting**Create Salary Statements**Assisting Finance Manager**Typing and Setting Monthly and Annually Project Reports**Data Entry works* |
|  | **Ward Secretary / Computer Tutor** 2006 May to August 2007P.V.S.Memorial Hospital Kaloor, Cochin  682 017, Madhavi Samy Memorial School of Nursing, Eloor. |
| *The job profile includes* | *Letter Drafting* *Typing Discharge Summary of patients.**Patients Procedure entry.**Type investigation results.**Preparing Mediclaim and ECHS credit procedures**Teaching computer fundamentals, MS-Office and Powerpoint* |
|  | Front Office Executive  2008 August to 2009 JanuaryIGM Public School, Puthukkalavattom. |
|  | Executive Guest and Patient Relation Department  2011 March  2012 NovemberKIMS Hospital and Surgical Centre, Pathadipalam. |
| *The job profile includes* | *Manage Front office and handling customers**Report typing (USG, CT and X-Rays)**Assist radiologists for ultrasound procedure.* *Investigation Billing.**Maintain Radiology registers.* |
|  | Executive / Reporting Typist  2012 November 2014 JanuaryGeneral Hospital Ernakulam. |
| *The job profile includes* | *Report typing (MRI, USG, CT and X-Rays)**Assist radiologists for ultrasound procedure.**Front office* *Investigation Billing.**Maintain Radiology registers and PNDT procedures.* |
|  | Radiology Executive / Transcriptionist  2014 May – 2019 Sep Polakulath Narayanan Renai Medicity |
| *The job profile includes* | *Front office managing and handing patients**Report typing (USG, CT, X-Rays and MRI)**Assist radiologists for ultrasound procedure.**Maintain Radiology registers and PNDT procedures.**Preparing Monthly statements* |
|    **Associate in Nuclear Medicine Department** Aster Medcity, Kochi*The job profile includes. Prepairing PETCT reports* *Manage patient appointments* |
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| Educational Qualifications |
| Professional | Diploma in Computer Science - 19981999Don Bosco Tech I.T.C, Vaduthala. |
|  | D.T.P. & Typewriting English (lower), Malayalam |
| Academic | Degree BBA Vinayaka Mission University, Salem  |
|  |  Pre-Degree II Group - 1997-1998Mahatma Gandhi UniversitySt. Pauls College, Kalamassery. |
|  | **S.S.L.C. ** 1996Board of Public Examinations, KeralaSt. Marys Girls High School, Ernakulam. |

#  Personal

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| Age and Date of Birth | 40 Years, 20/05/1981 |
| Sex | Female |
| Marital Status | Married |
| Nationality  | Indian  |
| Religion & Caste  | Christian, Latin Catholic. |
| Husband's Name | Nixon Joseph |
| Permanent Address | Kurumkottayil House,Patteripuram, Banglaw Parambu RoadAluva, Ernakulam, Kerala, India. |
| Contact Address | Same as abovePh. 8547810583 |
| Passport No. | M6682088Date of issue : 25/02/2015Date of expiry : 24/02/2025 |

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

 Sd/-

## JOICY NIXON