**JOICY NIXON**

Phone : 8547810583

Kurumkottayil House

Banglaw Parambu Road

Patteripuram, Aluva  682 101

Kerala, India

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| Work  Experience | **Computer Instructor** 4 Months  ST. MICHALE'S INSTITUTE, L.F. Nagar, Kaloor. |
|  | **Data Entry Operator** -2000 February  2004 March  Cochin 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 2007  P.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 January  IGM Public School, Puthukkalavattom. |
|  | Executive Guest and Patient Relation Department  2011 March  2012 November  KIMS 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 January  General 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1999  Don Bosco Tech I.T.C, Vaduthala. |
|  | D.T.P. & Typewriting English (lower), Malayalam |
| Academic | Degree  BBA  Vinayaka Mission University, Salem |
|  | Pre-Degree II Group - 1997-1998  Mahatma Gandhi University  St. Pauls College, Kalamassery. |
|  | **S.S.L.C. ** 1996  Board of Public Examinations, Kerala  St. 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 Road  Aluva, Ernakulam, Kerala, India. |
| Contact Address | Same as above  Ph. 8547810583 |
| Passport No. | M6682088  Date of issue : 25/02/2015  Date 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