

**TOMINI ANTONY**

Munnuttanpathil Chira  
Vaisyambhagom P O  
Nedumudi, Alappuzha  
Kerala-688005

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**CAREER OBJECTIVE**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**ACADEMIC BACKGROUND**

COURSE	UNIVERSITY	INSTITUTION NAME	DURATION
MA Economics	KERALA	St. Michael's CollegeCherthala	2016-2018
B.A Economics	Mahatma Gandhi	St. Aloysius College Edathua	2013-2016
Higher Secondary	Govt.of Kerala	St. Mary's HSS Champakulam	2011-2013
SSLC	Govt.of Kerala	B.B.M.HS Vaisyambhagom	2010-2011

**WORK EXPERIENCE****1.Medivision Scan & Diagnostic Research Centre Pvt. Ltd., Kochi Feb 2021-Still continuing****Role-Front Office cum Billing**

- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- Welcomes patients and visitors.
- Handling incoming calls and deal with inquiries. Transfer calls as required.
- Billing
- Report print outs to be send to the respective patients, Lab or at Hospitals on time.
- Managing collection boys for sample collection from Labs& Hospitals

## **2.Alpha Mary International Education Pvt L td Sep 2019– April 2020**

### **Role-Front Office Administration**

- Answering and routine phone calls.
- Scheduling appointments.
- Managing social media.
- Greeting visitors.
- Maintenance of attendance, leave record and payroll.
- Sorting and sending M ails.
- Processing payments.
- Coordinating interviews with the hiring managers.
- Handling all employee inquiries and grievance
- Facilitating newcomers joining formalities.
- Letters/ Documents/Certificates/Attendance as per the requirements in consultation with the Management

## **3.HDFC Life April 2019 -Sep 2019**

### **Role-Business Development Manager**

- Meet sales and recruitment target
- Support Financial Consultant on pre and post sales claim settlement.
- Meet customer /Client

## **CERTIFICATE COURSE**

- Certified Banking and Finance professional offered by Edubridge under the Aegis of Additional Skill Acquisition Program , Govt.OfKerala

## **STRENGTHS**

- Keen learner with ability to learn & implement.
- To work under stress with a cheerful attitude & influence others with my performance.
- Disciplined, dedicated, hardworking, enthusiastic for responsibilities & target oriented.
- Adjust in a multi-cultural environment by synergizing.

## **HOBBIES**

- Browsing
- Cooking
- Watching Movies
- Gardening

## **REFERENCE**

- Dr.Antony Kuriakose P  
Assistant Professor, St Michael's College Cherthala  
Mob: 944702975

## PERSONAL DETAILS

**DOB** : 18.10.1995  
**Father Name** : Antony Joseph  
**Gender** : Female  
**Marital Status** : Single  
**Nationality** : Indian

## 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 particulars.

Place: Vaisyambhagom

**Tomini Antony**

Date: