



Binto K Thomas

OBJECTIVE

A competitive intelligence professional looking for difficult tasks in operational co-ordinations. Accomplished care co-ordinator looking to advance in career and apply strong management, organization and relational skills in an administrative position with a growing company. Reliable, detail-oriented operational program co-ordinator with more than four years of experience facing challenges enthusiastically to achieve consistent quality results. Improves processes to maximize productivity and streamline cross-functional collaboration.

CONTACTS

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SCOPE OF WORK

- Advised my customers with the in-depth level of my knowledge with every order processing procedures, account maintenance transactions, and related compliance requirements.
- Managed and negotiated contracts and achieved their trust with our products and services.
- Acted as point of contact between individual clients, group administrators, and carriers
- Developed proposals and presentations for potential clients based on client objectives
- Designed communication materials and its' clients
- Planned and coordinated enrollment details
- Handled customer service questions regarding services and products
- Constructed and maintained reporting data records on sales and participation
- Purchasing of all healthcare supplies and equipment
- Provided instructions via email, correspondences, etc. on behalf of the Director for the Center
- Compiled and prepared reports for the Director of the Center
- Responsible for various monthly budget reports for expenditures for the center.

PROFESSIONAL EXPERIENCE

- **Manager – Operations**
July 2019 to September 2019
Kinder Hospital, Ernakulam
- **Care Co-ordinator – Operations**
February 2017 to May 2019
Aster Medcity, Kochi
- **Manager – Sales**
March 2014 – October 2015
Meridian Promoters,
- **Video Editor Trainee**
Goodness TV, Chalakkudy

ACADEMIC QUALIFICATION

- **2013: MEDIA SCIENCE DIPLOMA**
Divine Institute of Media Science,
Chalakkudy
- **2009-2012: GRADUATE IN
BA ECONOMICS**
New Man College, Thodupuzha.
Passed with 68%of marks
Mahatma Gandhi University
- **2009: DIPLOMA**
Frankfinne Institute of Airhostess
Training, Kochi.
- **2008: PLUS TWO**
NSS HSS Manakkad, Thodupuzha.
Passed with 65% of marks
- **2006: SSLC**
St. Thomas High School,
Thudanganadu
Passed with 70% of marks

SKILLS

Client relation expert
Self motivated
Excellent communication skill
Strong organizational skills
Microsoft office

REFERENCES

Mr Skariyachan Devassy

Pharmacy Operation Team Co-Ordinator
Aster Medcity, Kochi

Relation: Project Head

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