

# **RESUME**

**CHINJU JOSEPH**

**POOVATHOTTATHIL**

**CHAPPATH P.O**

**ALADY, IDUKKI**

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## **CAREER OBJECTIVE**

**To secure a challenging position where I can effectively utilize my skills and capabilities to excel in my career and contribute to the success of the company.**

## **EDUCATIONAL QUALIFICATIONS**

- **Completed MSW (Master of Social work )under IGNOU University**
- **Completed BSC Aqua Culture Under M G University-2018**
- **Higher secondary education under Kerala state education board-2015**
- **SSLC under Kerala state education board-2013**

## **COMPUTER KNOWLEDGE**

- **Microsoft office**
- **Microsoft excel**
- **Microsoft word**
- **Microsoft Power point**

## **PERSONAL DETAILS**

**Father Name:- Saju Joseph**

**Date of birth:- 24/08/1996**

**Religion:- Christian, Roman catholic**

**Marital Status:- Single**

## **LANGUAGES KNOWN**

- **English**
- **Malayalam**
- **Hindi**
- **Tamil**

## **HOBBIES**

- **Listening Music**
- **Browsing internet**
- **Painting**

## **WORK EXPERIENCE**

**Currently working in Silver line Hospital (NABH accredited), as Patient Relation cum Front office Executive**

- **Answering phone Calls.**
- **Greeting Patients and Visitors.**
- **Scheduling appointments in a professional and timely manner.**
- **Handling Enquiry and Registration desk.**
- **Collecting payments of different procedures.**
- **Counseling people regarding facilities in our Organization.**
- **Collecting feedbacks.**
- **Managing Enquiry, Registration, Revisit counters**
- **Assist VIPs and Vulnerable people**
- **Handling Admission Desk**
- **Patient grievance handling and reporting to higher authorities.**

- **Act as a liaison between patients, nurses, doctors and different department with the hospital.**
- **Coordinating with the nursing stations about the client and follow up of their stay in the hospital.**
- **Ensure smooth stay of clients while on admission and orient the clients and bystanders regarding the facilities ,rules and services of the hospital**

**Worked with Peacock Tours and Travels as Office Administrator**

- **Documentation**
- **Counseling the clients**
- **Checking Mails**
- **Arranging Meetings**
- **Sorting the files**
- **Conducting interviews**

**DECLARATION**

**I hereby declare that the above mentioned information is true with best of my knowledge.**

**Place: Alady**

**Date:26/05/2021**