

Jinu M George



jinumgeorge30@gmail.com

9847508959

Ernakulam, India

Seeking a position to utilize my skills and ability while being resourceful innovative and flexible in an industry that offers professional growth.

WORK EXPERIENCE

Trainee

Renai Medicity Hospital

01/2018 - 01/2019

Ernakulam

Job Description

- **Surgical Counseling:** Explain the approximate cost for the surgery cases with patients before admitting them to the hospital.
- **Gynaenic Counselling:** Explained about gynaenic surgery cost with patients.
- **ICU Coordination:** Understand the social and economic background of the patient, provide the details of the hospital rules, initiate to collect the payment, console the bystanders if the patient is sick or if it's a death case. Give guidance for how to fill death registration form and arrange ambulance if require.
- **IP Coordination:** Report the maintenance for to the maintenance department, all floors to be supervised for complaints/issues.

Financial Counsellor, Floor Coordinator

Sunrise Hospital

04/2019 - 05/2021

Kakkanad

Job Description

- Explain the cost of procedures with patients before admitting them to the hospital.
- Appropriately document and report payment information.
- Educate patients about payment options and financial assistance.
- All floors to be supervised for cleanliness, complaints/issues, Rooms and toilets to be checked regularly.
- Any funds required to be collected from reception, accounts and settle the bills in shortest possible time.
- FRRO Form C registration for international patient .

EDUCATION

MSW(Medical & Psychiatry)

CMS College of Science and Commerce

2009

Coimbatore

B. Sc. Biotechnology

KSR College of Arts & Science, Thiruchengode

2007

Thiruchengode

DECLARATION

I hereby declare that the above mentioned particulars are true & correct to the best of my knowledge.

SKILLS

Confidentiality

Self motivated, goal oriented and efficient.

Adaptative to changing environment.

Organizational and time management skills.

Communication

PERSONAL DETAILS

- **DOB:** 18/05/1984
- **Gender:** Female
- **Marital Status:** Married

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Full Professional Proficiency

ACADEMIC TRAINING ATTENDED

Siruthuli, Coimbatore

Kongunadu Mananala Arakkattalai, Coimbatore

Maduhari Counselling Centre, Coimbatore

MOSC Medical College Hospital, Ernakulam

Amala Hospital, Thrissur

Attended as College Representative for a Seminar in NIMHANS, Bangalore