



Nisha P. L.

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OBJECTIVE

Seeking assignments in a reputed organization where my knowledge and skills can be used for achieving the goals of organization which provided with an opportunity for personal and professional growth.

PROFESSIONAL EXPERIENCE

KINDER WOMEN'S HOSPITAL AND FERTILITY CENTRE PVT.LTD.

(NABH Accredited) (2011 June to 2020 April)

Kinder Women's Hospital and Fertility Centre, Cherthala is an international Venture with expertise from Singapore and India. It is a comprehensive Women care Hospital with a holistic fertility Centre.

Medical Transcriptionist

Responsibilities:-

- Proficient in generating Discharge Summary
- Experienced in preparing patient's treatment history
- Experienced in Reimbursement works
- Skilled in Front Office management and Operations
- Strong in conflict handling and problem solving
- Extensive hands on experience in billing ,registrations
- Good understanding about planning and forecasting of the department

LAKESHORE HOSPITAL AND RESEARCH CENTRE (NABH Accredited)

Internationally reputed corporate hospital presenting advanced treatment package to patients from and across the globe (2008 December -2011 June)

Public Relation Executive

Responsibilities:-

- Enquire about general well beings of patients and its follow up.
- Maintain up to date record
- Guiding and Assisting Priority Services.
- Assisting and Intimation of Foreign patients visits to Govt.
- To immediately deal with complaints and grievances of patients.

ITI Financial Services Ltd .Cochin (March 2008-Nov 2008)

A leading share broking and security consultancy with branches all over India.

Relationship Manager .

Responsibilities :-

- Giving timely information to clients about the intra-day market trends
- Complaints resolutions

ICICI BANK LTD .Cochin (2006 April-February 2008)

Customer care Executive.

Responsibilities :-

- Minimizing the risk on investment of the HNI accounts through strategic investment planning

Commence Career as A TUTUOR in St.Marys `s Educational Institutions (June 2004-2006)

EDUCATIONAL QUALIFICATIONS

- M.A In Political Science and International Relations from School of International Relations and Politics , MG University Campus ,Kottayam .
- B A In political Science from University of Kerala
- Certificate course in MS Office

PERSONAL DETAILS.

Sex : Female
Place of Birth : Eramalloor
Marital Status : Single
Language Proficient : English ,Hindi , Malayalam
Attributes : Regular, Hardworking, Passionate About Safe and Pleasant .
Permanent Address : Pazhukkarayil , Eramalloor P. O.,
Cherthala, Alappuzha, Kerala, India

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place : Eramalloor

''Nisha. P L

Date :