



Curriculum Vitae

Qualified Office Executive / Front office / Data Entry Operator

Career Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Professional Skills

Highly competent professional who can be trusted with even the most confidential projects. Self-starter and quick learner who always exceeds expectations. A confident and enthusiastic communicator with high moral standards and personal integrity. Able to identify, build and manage customer relationships, have analytical & negotiation skills. Capable of problem solving, decision making and stress & time management. Good team player.

Areas of expertise

- Managing Files, Records & Documentation
- Billing / OP / front office
- Managing Client Relations
- Managing Calendars & Travel
- Patient admission/discharge procedures
- Preparing Correspondence & Reports
- Developing Policies And Procedures
- Preparing Quotations & Invoicing
- Sorting And Distributing Incoming Post

Professional Experience

Faculty
G-Tec Computer Education (Kothamangalam) – 1 Year

Computer Assistant Cum Front office/Billing Executive
Sanjo Hospital Mandya, Karnataka -2 years

Computer Assistant Cum Front office/Billing Executive
St Thomas Hospital, Pothanikkad, Muvattupuzha
5 Years – Still working

Job Responsibilities

- Diary management and management of meeting rooms.
- Possibly handling event coordination, both internally and externally.
- Handling queries and complaints via phone, email and general correspondence
- Greeting all visitors.
- Transferring calls as necessary.
- Possibly managing office supplies such as stationery, equipment and furniture.
- Performing ad-hoc administration duties.
- Maintaining office services as required (such as cleaners and maintenance companies).
- Receiving and dispatching deliveries.
- Assisting with mail as required.
- Taking and ensuring messages are passed to the appropriate staff member on a timely basis.
- Assisting the HR team with recruitment, ESI & PF.
- Communicate with Health insurance companies & TPA.
- Act as first contact for admission of patients.
- Final bill preparation for the Outgoing patients.
- Follow up calls to all patients.
- Billing and invoicing to the patients .

Linda Selestin

Pookkoth House,
Enanalloor P.O.,
Kalmloor , Muvattupuzha,
Ernakulam, 686673

Phone : +9744493990

Email:

lindaselestin@gmail.com

- Passport No. U2398828
- Issued at Cochin
- Validity : 08.07.2021-07.07.2031

Educational qualification

- Bachelor of Arts (Sociology) From M.A. College, Kothamangalam (2006-2009)
- Plus Two From Mar Basil HSS Kothamangalam (2006)
- S.S.L.C. From St. Augustine G HSS , Kothamangalam (2004)
- Post Graduate Diploma in Multimedia (2009)

Personal Details

- **DOB** : 20.06.1988
- **Gender** : Female
- **Marital Status**:Married
- **Nationality** : Indian
- **Religion** : Christian

References :

- Sd
- Sr

Declaration

I hereby declare that the above written particulars are true to the best of my Knowledge and belief,

Linda Selestin

Place : Cochin

Date