

2022

Maglin

HEALTHCARE COORDINATOR & ADMINISTRATOR
MAGLIN

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MAGLIN JOOSA

Creative, smart working and a competent administrator, able to provide a general and medical secretarial service and deliver exceptional customer service in a busy office environment. Developed outstanding secretarial skills and the ability to remain organized whilst working under pressure.



Career Objective

- Seeking assignments as a business coordinator, patient care manager and healthcare administrator, to add value in the concerned area and to generate perfect business & achieve extra ordinary result for the development of concern and self.

Professional synopsis

- **B.A (Political Science), University of Kerala (SDE), Trivandrum.**
- **Trained and Certified Professional Diploma in Medical Transcription from Kelearn.**
- **Kelearn is a computer and internet-based Medical Transcription training platform of KELTRON (Kerala State Government's Electronics Development Corporation)**
- Ability to establish a genuine rapport and maintain a long-term empathy with clients
- Possess friendly attitude with team building skills and demonstrated abilities in training.
- Diploma in Fashion Designing in International Women Polytechnic, Delhi.

IT Skills

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop Sketch
- Adobe Spark
- Adobe Capture
- CorelDRAW
- MS Office and Internet Applications.

Career Summary

Sir Ganga Ram Hospital, Front Office Executive	Oct 2005 - Dec 2012
Sir Ganga Ram hospital, Patient Care Coordinator cum Secretary	Jan 2012- Dec2017

Experience:

- I was working with Sir Ganga Ram Hospital New Delhi, as a Front Office Executive from 2005 to 2011 looking after Out Patient Practices across the specialties. Independently I handled 300+ patients every day and could gain lot expertise on the clinical customer management.
- From 2011, I am associated with Department of Gastroenterology & Liver Transplantation of Sir Ganga Ram Hospital, New Delhi. Handled both Indian and International patients on Liver transplant surgeries.

Key Skills

- Excellent sketching skills.
- Strong knowledge of designing techniques and tools.
- Excellent fabric and color sense.
- Understanding of all phases in fashion designing.
- Computer literate and good in using various fashion designing tools.
- Proficient with basic computer knowledge.
- Good creative thinking.
- Flexible & adaptable to work.
- Passion for prints, patterns, and details.
- Update with the recent Fashion trends.

Hobbies

- Learning the basics of the retail merchandise.
- Understanding the fabric usage and types of fabrics.
- Understand the client lifestyle and personality.
- Research on market trends.

Training & Certification (Full time/Part time, Passing Year)

Course	Year
Diploma In Computerized Financial Accounting (College of Computers, centre for Information Technology)	2003
Pre-degree (K.N.M Govt. Arts & Science College, Kerala)	2001
Advanced Tax Practice Accounting (Tax Study Centre, TVM, Kerala)	2004
Certificate In Desk Top Publishing (Information Technology Literacy Mission, Kerala)	2002
Type Writing English Lower (Govt. Of Kerala)	1998
Hindi Bhooshan (Kerala Hindi Prachar Sabha)	2002
Screen Printing (Anchanah Academy)	2004
Trained and Certified Professional Diploma in Medical Transcription from Kelearn	2014

Notice Period/Joining Date	Immediate
Any relatives working with the client	No
Job type (Full time/Part time)	Full time
Expected Salary	Negotiable

STRENGTH

- Adaptive to any atmosphere.
- Hard working, Sincere, Accept Challenges.
- Having great personality & positive attitude towards work.

I, Maglin, do hereby that information given is true to the best of my knowledge.

Tuesday, April 19, 2022
MAGLIN.J