



## SARIGA NATARAJAN P

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22.02.1990

### 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.

### Education

- **Board of Secondary** **2005**  
SSLC  
74%
- **Higher Secondary** **2007**  
Plus Two  
81%
- **Mahatma Gandhi University** **2010**  
B.Com  
81%
- **Govt of Kerala** **2011**  
Diploma In Computerized Financial Accounting  
B+

### Experience

- **Muthoot Finance Limited** **2011 - 2013**  
Junior Executive  
Recruitment, Joining formalities, Verifying Appraisals and Sanctioning Increment, Payroll updation, Leave tracker updation, Hr documentation
- **Lourdes Hospital** **2014 - 2015**  
Customer Care Assistant  
Front Office Coordination  
Preparing Reports for Management & Feedback Calls to the patients  
Coordination with department heads  
Health checkup coordination
- **Lourdes Hospital** **2019 - 2020**  
Promotion Assistant  
Conducting Camps In Schools,  
Rural Areas. Attended Expo For Promotion Of Hospital, Coordinator In International Desk, Health Checkup Coordination,  
Preparing Reports As Advised By Promotional Manager
- **Aster Medicity** **2020 - 2021**  
Senior Associate  
Scheduling appointments and maintaining records and accounts.  
Coordination with department heads  
Provides support to team  
Patient Feedback Collection
- **Silverline Hospital** **2021 - Present**  
Patient Affairs Executive  
Grievance Handling , Coordination With Department Hod's, Health Checkup Package Promotion, Mobile App Promotion, Training To team as Advised by management , Taking Google Reviews from patients, Surgery Coordination, Coordination With Doctors, Preparing Reports Required By The Management And Doctors, Auditing In All The Departments Weekly Basis And Preparing Reports.

### Achievements & Awards

- Star Of The Month Silverline Hospital.

- Lourdes Hospital, Acted A Major Role In The Corporate Video Of Lourdes & Best Performer.

## Skills

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- HR, Promotions, Patient Relations, Customer care

## Language

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- Hindi
- English
- Konkani
- Malayalam

## Interests

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- Gardening .
- Traveling
- Listening Music

## Reference

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- **Dr Zachariah T Zacharia**  
Aster Medicity  
Consultant  
9846679700
- **Sajeev**  
Silverline Hospital  
Manger Operations & Quality  
9895280239