

adiyaceh123@gmail.com
+91 95674 09813
L.A.R.A:77.Asan Lane.Aluva
Ernakulam, Kerala

**ADIYA.D
KUMAR**

Summary Seeking a challenging position with an organization that provides an opportunity to utilize my skills and improve my knowledge with latest trends so I could work dynamically towards the objective and growth of the organization.

Education **Masters in Public Administration**
Kerala University, Thiruvananthapuram, Kerala
03/2011

Bachelors in Economics
Kerala University, Thiruvananthapuram, Kerala
03/2008

Diploma In Medical Transcription
National Institute of Computer Education, Thiruvananthapuram, Kerala

Diploma in Front Office Management
AABC , Technopark , Trivandrum, Thiruvananthapuram, Kerala

Experience **Webex Software Solutions , Technopark.**
Medical Transcriptionist, Thiruvananthapuram, Kerala
10/2007 - 11/2008

- Make documents on patient information and symptoms

Credence hospital And Research Institute
Account Executive, Trivandrum, Kerala
10/2008 - 12/2009
Reputed Gynecology and Infertility center of Kerala . My responsibilities includes medical records management, IP billing supervision, ECHS, CGHS, VSSC billing section management and floor management.

Chaithanya Eye Hospital and Research institute , Kesavadasapuram , Trivandrum, Kerala
Accounts Executive cum Patient Counselor, Trivandrum, Kerala
11/2009 - 01/2017
One of the most reputed eye hospital in kerala, where my responsibilities including ECHS, CGHS, VSSC credit billing, medical records management, counselling patients for surger date fixing and shift management of the team.

KIMS Hospital, Anayara,
Medical Transcriptionist - Radiology, Trivandrum, Kerala

01/2017 - 11/2018

- Assisted nurses with diagnostic procedures, treatments, and patient charting

Triumphant Institute of Management Education, Palayam.

Batch Coordinator, Trivandrum, Kerala

11/2018 - 09/2019

Competative Exam Coaching Center

Teaching, conducting exams for students and publish their results, communication with parents and career counseling.

Talent Academy, Aluva, Ernakulam, Kerala

Center Head, Trivandrum, Kerala

10/2019 - Present

Competative Exam Coaching Center

Managed the center and helped double the revenue in a short period by starting new batches and marketting aggressively.

Skills

- Sales
- Excel
- Documentation
- Ms office
- Accounting
- Customer service
- Organizational skills
- Data entry
- Cold calling

Languages

- Malayalam
- Hindi
- English