

# **CURRICULAM VITAE**

## **REVINSON DCOUTH A**

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### **CAREER OBJECTIVE**

To become a sought after professional being part of an organization that exploits my potential to the fullest, and put to best use of my skills, contributing to the success of the organization, proving my passion for work and excellence, and hence grow along with it.

### **ACADEMIC QUALIFICATION**

<b>COURSE</b>	<b>NAME OF BOARD / UNIVERSITY</b>	<b>INSTITUTION</b>	<b>YEAR OF PASSING</b>
B.COM ( CO – OPERATION )	M.G UNIVERSITY	ST. JOSEPH COLLEGE, THOPPUMPADY	2017
PLUS TWO (COMMERCE)	KERALA STATE BOARD OF HIGHER SECONDARY EXAMINATION	ST. JOSEPH COLLEGE, THOPPUMPADY	2014
S.S.L.C	KERALA STATE BOARD OF PUBLIC EXAMINATION	LORETTO ANGLO INDIAN HIGH SCHOOL, COCHIN	2012

## **CERTIFICATION**

- DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (DIFA)
- HIPPA
- BLOODBORNE PATHOGENE

## **LINGUSTIC SKILLS**

- ENGLISH (Read, Speak & Write)
- MALAYALAM (Read, Speak & Write)
- HINDI (Read, Speak & Write)

## **INTERPERSONAL SKILLS**

- Great demonstration and leadership quantities
- Very careful and responsible
- Energetic and positive attitude with profound communication skills both verbally and written
- Team building skills

## **PERSONAL PROFILE**

Date of birth	:	23-06-1996
Sex	:	Male
Marital status	:	Single
Father's Name	:	Manuel Dyson
Caste & religion	:	Christian, Latin catholic, Anglo Indian
Nationality	:	Indian

## **WORK EXPERIENCE**

### **Health Systems Specialist (U.S Army base camp in Kuwait December 2018 - Till date)**

As a Health Systems Specialist in USAHC, my responsibilities were:

- Schedule appointments with USAHC providers, by coordinating directly with Medics, Providers and other Medical Personnel.
- Walk in and over the phone patients on the scheduling log.
- Examined and validated medical records for the basis of accuracy, completeness and necessity.
- Contacting off-post hospitals for the appointment to service members for their treatments and tests.
- Coordinating patient and downtown hospitals and scheduling and further procedures.
- Assist in preparation of daily, weekly and monthly Medical reports.
- Perform other related duties as required.

### **ADMINISTRATIVE ASSISTANT (LACHMANDAS trading company Aug 2017-2018 March.)**

- Provides administrative support in the preparation of correspondence, reports, schedules, confidential materials and various employee issues.
- Must exhibit strong time management and organizational skills, and possess the ability to multi-task while maintaining attention to detail.
- Possess excellent English ability, orally as well as in written communication sufficient to clearly convey messages to co-workers, customers, and all levels of management.
- Exhibit behavior consistent with company code of conduct.
- Maintain files, keep records, compile reports and process documents in a timely manner.
- Maintains department office area in an organized and professional manner including supplies and equipment.
- Performs other duties as assigned.

## **DECLARATION**

I do hereby declare that all the above mentioned details are true and correct to the best of my Knowledge and belief.

**REVINSON DCOUTHA**