

Dr. Navya C S

Jyothis Ramadi House, Nayarambalam P O, Ernakulam 682509.

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Education

2004 - BHMS Degree from Athurasramam NSS Homoeo Medical Degree Collage – 55.76%

Mahatma Ghandhi University, Kottayam, Kerala, India.

1997 – Pre Degree – 69.4%

University of Kerala, Thiruvananthapuram, India.

1993 - Secondary School Certificate – 81.83%

Kerala Board, India.

Experience

July 2013 – Present

Medical Officer • Amrita School for Nanosciences and Molecular Medicine, Amrita Vishwa Vidyapeetham, Kochi.

- ❖ Handling Institution Academic works, Admission for PG and UG.
- ❖ Scheduling interviews, giving offer letter, tracking students payment.
- ❖ Giving bonafide letters to PG and UG.
- ❖ Official coordinating with other departments.

Feb 2012 – Jun 2013

Medical Officer • Medi Assist Insurance TPA Pvt Ltd, Kochi.

- ❖ Technical Approver for Claims – Cashless and Reimbursement.

Jan 2005 – Feb 2012

Homoeo Doctor • NJ Homoeo Clinic, Ernakulam.

- ❖ Working as a Homoeo Doctor.
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Skills

- Computer - Windows & MS Office
 - Passionate hardworking
 - Communication and Inter Personal skills
 - Possess positive attitude
 - Organization and Time Management
 - Having a genuine interest in other people and willingness to help
 - Languages
 - English - Proficient
 - Hindi - Proficient
 - Malayalam - Native
 - Interest - Farming, Cooking & Traveling.
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