



JOSMY JOSEPH



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Koovappady, Ernakulam ,
India 683544

EDUCATION

Certificate Course In
Hospital Administration
**International School of
Skill Development ,**
March 2021

Bachelor Of Commerce:
Mahatma Gandhi
University
**St Kuriakose College of
Management And
Science ,** March 2020

LANGUAGES

Malayalam:
Bilingual or Proficient
(C2)

English :
Advanced (C1)

Tamil:
Beginner (A1)

PROFESSIONAL SUMMARY

Dedicated hospital job with excellent experience in industry. Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Dependable and quick-learning team player with effective communication and organization skills.

SKILLS

- Multitasking Abilities
- Active Listening
- Problem-Solving
- Flexible and Adaptable
- Interpersonal Communication
- Good Telephone Etiquette

WORK HISTORY

October 2021 - July 2022

SABINE HOSPITAL AND RESEARCH CENTRE PVT. LTD.

**PEZHAKKAPPILLY , MUVATTUPUZHA - Hospital-receptionist,
ERNAKULAM , INDIA**

- Managed multiple tasks and met time-sensitive deadlines.
- Answered large volume of incoming calls daily to resolve customer issues and schedule appointments.
- Confirmed appointments, communicated with clients and updated client records.
- Resolved customer problems and complaints.
- Corresponded with clients through email, telephone or postal mail.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Kept reception area clean and neat to give visitors positive first impression.
- Sorted, received and distributed mail correspondence between departments and personnel.