



ARYA K BILU

EXPERIENCE

April 2022 - Current

Insurance Executive St-Thomas Hospital Chethipuzha | Kottayam
Hospital insurance management

- Cashless Management
- Reimbursement
- Also manage front desk of insurance

April 2021 - September 2021

Insurance Executive Mitera Hospitals Pvt Ltd | Kottayam

- Cashless and Reimbursement Management

March 2018 - March 2021

Guest Relations Executive Mitera Hospitals Pvt Ltd | Kottayam

August 2017 - February 2018

Guest Relation Trainee Mitera Hospitals Pvt Ltd | Kottayam

📍 Kalarickal House , Pallom PO
Kottayam,686007

📞 9539435916

✉️ aryakbilu04@gmail.com

PROFESSIONAL SUMMARY

Smart and talented Insurance executive in St- Thomas Hospital Chethipuzha Changanassery . Guest Relation Executive with an experience of 4 years who is highly creative, motivated and versatile with exceptional interpersonal skills and an additional experience of 6 months as Insurance Executive, able to work as a team seeking a suitable job in a reputed organization according to my skills and abilities. Responsible Insurance Executive, passionate about delivering outstanding quality and service. Offering 5.5 years of experience in industry with history of recognition for performance.

SKILLS

- Good guest interaction skills
- Good listening skills
- Demand forecasting and decision making
- Good interpersonal and communication skills
- Leadership/People management
- Able to develop good rapport with customers
- MS Office : Word, Excel and PowerPoint
- Email Handling
- Hospital Insurance Management
- Hospital Insurance Management
- Staff management
- Current insurance knowledge

ADDITIONAL INFORMATION

- Date of Birth : 05 May 1996
- Marital Status : Married
- Nationality : Indian

EDUCATION

2017

Bachelor of Business Administration | Bachelor of Business Administration
Assumption College, MG University, Changanachery, KL
GPA: 70

2014

HSE | Biomaths
MD Seminary HSS, Kottayam, KL
GPA: 72

2012

SSLC
Buchanan Institute of Girls High School, Pallom, Kottayam
GPA- 65%

REFERENCES

Mrs. Dona Elsa Thomas
Guest Relation Manager
Mitera Hospital, Thellakom
9747944194

LANGUAGES

English, Malayalam, Hindi

