
ANCIA K A



EXPERIENCE

INSURANCE CO-ORDINATOR

2011 - 2014

VIJAYALAKSHMI MEDICAL CENTER, Chakkaraparambu
As Re-imbuserment management staff.

EDUCATION

HOSPITAL MANAGEMENT
AVODA EDUCATION
(Year of completion 2022)

BACHELOR DEGREE (B-COM)
M.G UNIVERSITY, Kerala
(Year of completion 2010)

PLUS TWO (COMMERCE)
Kerala State Higher Secondary Board, Kerala
(Year of completion 2007)

S.S.L.C
Kerala State Higher Secondary Board, Kerala
(Year of completion 2005)

OBJECTIVE

In search of a challenging position, one which will build on academic skills and experience yet enable further personal and professional development on my career.


VOLUNTEER EXPERIENCE OR LEADERSHIP

I am experienced in Customer Service department and has handled a wide range of responsibilities with companies since 2011. I am hardworking and focused with demonstrated interpersonal and relationship skills.

TECHNICAL KNOWLEDGE

- M.S Office
 - Tally7.2
 - Visual Basic
-

 ansiyaka.k@gmail.com

 +919495919002



LANGUAGES KNOWN

- Malayalam
- English
- Hindi

PERSONAL INFO

Husband Name : Najeeb A N
DOB : 01/01/1990
Marital Status : Married
Gender : Female
Address : Allikkal House,
Ajmal Manzil
Kumbalam PO,
Ernakulam, Kerala-
682506
Nationality : Indian
Religion : Muslim

EXTRA CURRICULAR ACTIVITIES

- Listening Music
- Reading Books

SKILLS

- Customer service experience in an office setting
- Ability to perform under pressure and stressful conditions
- Strong ability to multi-task, prioritize and execute
- Leadership skill
- Good at taking decision

REFERENCE

SREEDEVI C R
(Senior Receptionist)
Vijayalakshmi MedicalCenter
33/1734D, Near Hotel Holiday Inn
NH Bypass, PO, Chakkaraparambu
Vennala, Ernakulam, Kerala 682032
Mob: - +91 9995 545 102

DECLARATION

I hereby declare that all the statements mentioned above are true and correct to the best of my knowledge and belief.

ANCIA K A

