

RAKHI R B
Email:rakhib97@gmailcom
Mobile No: +91 7994922867



OBJECTIVE

Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience while being creative and innovative, in order to excel and grow with the organization, by giving my best inputs and value adds to the organization.

SKILLS, KNOWLEDGE & EXPERIENCE

- Software Proficiency:
 - Proficient in MS Windows, MS Office (Word, Excel, PowerPoint), Internet and Intranet
- Excellent communication (oral/written), interpersonal, analytical, negotiation and problem resolution skills
- Leadership and managerial skills, along with being a team player
- Remarkable academic record
- Hard working, self-motivated and goal oriented
- Fast learner with ability to easily grasp and put into application new ideas, concepts, methods and technologies

WORK EXPERIENCE

- ❖ **Regional Cancer Centre, Trivandrum** (*Kerala Government Cancer Research Institute*)

Role: Medical Records Trainee

Duration: 10/01/2022 to 20/01/2023

Responsibilities:

- General office administration, maintaining office files and documents
- Co-ordination with management, staff and patients
- Handle and resolve patients complaints
- Respond promptly to patients inquiries
- Communicate with patients either by telephone, electronically or face to face
- System entry of Medical Bills
- System entry of Patients Records

- Operate and maintain machines in the office, like personal computers, voice mail systems, facsimile machines, scanners, and photocopiers
- Proofread, record, and compute various information
- Update and maintain database, mailing, inventory, and filing systems, either by using computers or manually
- Order services, supplies, and materials
- Arrange appointments, manage calendars, and complete work schedule

ACADEMIC QUALIFICATIONS

✓ Ba philosophy Year: 2019

University Of Kerala

✓ Ma philosophy Year: 2021

University Of Kerala

✓ KGTE Typewriting and Computer word processing English lower & higher (minimum speed – 30 wpm)

PERSONAL DETAILS

Date of Birth	19/11/1997
Marital Status	Single
Nationality	Indian
Languages Known	English, Malayalam, Hindi
Permanent Address	Bindhu Bhavan, Plavilakonam, Peyad P O, Thiruvananthapuram 695573

DECLARATION

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

Place : Thiruvananthapuram

Yours Sincerely

Date :

Rakhi R B