

SOORAJ T S

Tripunittura, Kerala

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CAREER OBJECTIVE

Seeking Challenging Career in a progressive organization offering to prove, utilize and enhance my skills.

Personal Details

Highest Career Level: 2-5 years experience

Industry: Accounting, Administrative Assistance, Arts & Entertainment, Banking & Finance, Business Operations, Healthcare, IT Operations & Helpdesk, Insurance, Internet, Ecommerce, Medical Information, Personal Care & Home Health, Real Estate, Sales

Total years of experience: 5

Work Experience

Executive Claims

RAKSHA TPA - Edapalli, Kerala

2021 to 2022

Accounts Data Manager

Power Care Sales & Services - Tripunittura, Kerala

August 2019 to 2021

Billing Executive

Plywood & Glass Store - Ernakulam, Kerala

2019 to 2019

Medical staff

USV Pvt Ltd - Ernakulam, Kerala

2018 to 2019

Education

Professional Diploma in Web Designing

Government of Kerala - Ernakulam, Kerala

2017 to 2018

Bachelor's degree in Bcom co-operation

Mg university - Ernakulam, Kerala

2014 to 2017

Plus Two in Sree Venkateshwara English, Tripunithura

Kerala State Board - Tripunithura, KERALA

2012 to 2014

SSLC in SNDP HSS Udayamperoor

Kerala State Board

2012

Skills / IT Skills

- Excellent communication skills and work ethic.
- Ability to communicate effectively and in a friendly manner.
- Achievement oriented with a strong positive attitude and team spirit.
- Ability to handle critical situations.
- Leadership
- Cash handling
- Microsoft Office
- Customer service

Languages

- English - Expert
- Malayalam - Fluent
- Tamil - Expert
- Hindi - Beginner

Additional Information

HOBBIES & SPECIAL INTERESTS

- Drawing
- Singing
- Songs & Music
- Football
- Cricket
- Badminton
- Games