

Resume of a B.Com Graduate

JOISON JOSE

28TH May 1992

Passport No. **L8905425**

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Contact No: +91-8086527034

OBJECTIVE:

To be a vital part of an organization that encourages learning involving responsibilities and has a proactive working environment, working with others so that I can grow with the organization and gain valuable experience.

CAREER EXPERIENCE

WORKING EXPERIENCE:

01st Jan 2021 to – Present

DESIGNATION : Marketing & Sales Manager – **K.K Foods Perumbadavom, Ernakulam, Kerala India**

Job Responsibilities:-

- **Maintain Sales targets of the group**
- **Maintain monthly collection reminders of the group to complete the sales**
- **Request and maintain the stock as per the requirements**
- **Organising sales visits for the existing clients and so as new**
- **Establishing new Business.**

15th May 2019 to 20th DEC 2020

DESIGNATION:- Medical Coordination Al Zafer Hospital Najran, Saudi Arabia

Job Responsibilities:-

- Clearing Insurance queries
- Submit and get approvals for the insurance claim for patient
- Coordinates with Doctors and Insurance companies for the patient needs

17th April 2018 to 02nd January 2019

DESIGNATION:- Patient Care Manager – Dr Batra’s positive Clinic Pvt. Ltd

Job Responsibilities:-

- Connecting patients with healthcare service
- Update of records
- Communicating link between patients & healthcare professionals
- Improving business practices.
- Plan schedules, evaluate personnel and give performance reviews

WORKING EXPERIENCE:

3rd April, 2017 to 15th April 2018

DESIGNATION:- Customer Service Associate- Zydus Hospitals (550 bedded), Ahmedabad, Gujarat

Job responsibilities:-

- Handles incoming calls or inquiries from prospective Patients/Clients
- Perceives and interprets patient needs and translates them into effective solutions
- Collects data about Patient care concerns and implement appropriate corrective actions.
- Tactfully handles confrontational or stressful interactions with the public
- Prepares reports and analyzes progress and suggests appropriate conclusions.
- Enhances professional growth, training and development through participation in educational programmes, in-service meetings and workshops.

Customer Service Job Skills

- Strong Communication and negotiation skills
- Detail oriented and works with a high degree of accuracy
- Ability to multitask
- Handles confidential financial and personal information appropriately
- Ability to tactfully handle stressful and difficult situations
- Possess strong problem solving skills

November 2014 to the December 2016

Sales Executive cum Admin Executive -Model Stationery (DUBAI, U.A.E)

- Used MS Word, Tally, Power point, and Excel.
- Maintained an open mind and participated in collaborative planning, reflection and decision making.
- Looking after dispatch of mails, couriers and fax.
- Keeping check and records of stocks.
- Ordering and maintaining stationery items.
- Answers telephone call and text messages inquiries.
- Ability to work under pressure to meet schedule deadline
- Handled monthly billing and sales reports.
- Hard working with a positive attitude
- Highly self-motivated and disciplined

EDUCATIONAL QUALIFICATION:

B.com Graduate	Mar. Kuraikose Arts And Science College Kottayam (dist), Kerala, INDIA Date of examination: May, 2014 Result: Passed (May, 2014)
Higher Secondary School 2009-2011	Our Lady of Lourdes higher secondary school Uzhavoor (p.o), Kottayam, Kerala, INDIA

PERSONAL DATA:

Address	Vellilamthadathil (h), Monippally (P.O), Kottayam (dist) 686636. Kerala, INDIA
Marital Status	Married
Birthday	May 28, 1992
Birthplace	Kottayam
Citizenship	INDIAN
Religion	Christian. (Roman Catholic)
Father's name	Jose V.D
Language	English, Hindi, Malayalam
U.A.E Driving License no.	2141688
K.S.A Driving License No	2470001468
Indian Contact number	+91-8086527034, +91- 7575014021
