

OBJECTIVE

I want to work with an organization that can give me ample opportunities to grow so that I will be able to help in the growth of that organization and will be able to enhance my skills and capabilities.

EXPERIENCE

SMITA MEMORIAL HOSPITAL AND RESEARCH CENTER

03/01/2022 - 07/02/2023

JUNIOR EXECUTIVE

Worked in the department of Operations handling Admission/Discharge process, IP/OP Billings, Financial Counselling, Floor Coordination and Call Centre.

Expertise in handling Casualty/Radiology/Physiotherapy billing sections with complete knowledge.

VEEKSHANAM PRINTING AND PUBLISHING CO.LTD

01/10/2018 - 31/03/2019

ACCOUNTANT

Worked in the Department of Finance for a period of six months which includes cash book preparation of expenses and income and daily record keeping of financial transactions.

EDUCATION

A.J INSTITUTE OF MANAGEMENT

2019-2021

MASTER OF BUSINESS ADMINISTRATION

Marketing and Hospital Administration

M.A COLLEGE RAMAPURAM

2015-2018

BACHELOR OF COMPUTER APPLICATION

A.M.H.S.S Kalaketty

2013-2015

HIGHER SECONDARY EDUCATION

Science Biology



AMAL SHAJI

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Vizhikkithodu
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SKILLS

Communication
Flexibility
Problem Solving
Stress Management
Teamwork
Leadership

LANGUAGE

English
Malayalam
Hindi

REFERENCE

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