

# VISHAKH VP

## Personal Details

- Phone : 9746138568
- Email : vishakhvp007@gmail.com
- Address : Vallakkattuparambil house  
Marakkadavu post  
Pulpally, Wayanad, Kerala  
Pin : 673579



## Objective

For a gratifying job of enhancing hospital operations and patient outcomes by improving healthcare delivery system, and for resolving client service issues in a timely fashion with full customer satisfaction.

## Education

Course / Degree	School / University	Grade / Score	Year
Diploma In Hospital Administration	Adi Institute of management and studies Calicut, Jain University	87.6	2022
Diploma in Stock Market	Avodha Edu Tech		2021
Plus Two	Jayasree HSS Pulpally	60%	2014
SSLC	Nirmala High School Kabanigiri	64%	2012

## Experience

- **Insurance Assistant** 26/06/2022 - 10/04/2023  
Orchid Medicity  
Completed one year training as Insurance Assistant at Orchid Medicity Malappuram  
Expert in claiming insurance schemes from different private and govt companies like Medisep, Star Health, Medi Assist etc.
- Ikon Tours And Travels 20/12/2016 - 20/01/2017  
Completed one month project on travel agency functions and training on global distribution. Expert in operating galileo reservation system
- Completed 3 month skill training in stock market -

## Skills

- Ability to follow up and keep a track of each case
- Financial Planning Skill
- Excellent verbal and written communication skills
- Good listener and quick decision making
- Coping with the situation
- Comprehensive problem solving
- Ability to deal with people diplomatically

## Computer Skills

- SAP (Systems Applications and Products In data Processing)
- Tally
- Ms Office
- Galileo
- Internet and email

## **Reference**

- **Neethu K Mohan - Adi institute of Quality Engineer's calicut**  
Faculty of Hospital Administration  
8281248390

## **Declaration**

- I do here by declare that all the above information is correct to the best of my knowledge and belief.

Date :  
Place :