

RESUME

MIDHUN K RAJU

Keecherikunnel (H)

Kidangoor. P. O

Kottayam District

Kerala State, Pin:- 686572

Contact No: 9961028196

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OBJECTIVE

To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

WORK EXPERIENCE :

Little Lourdes Mission Hospital Kidangoor, Kottayam, Kerala

(Sep 2022 – March 2023)

7 months working experience as insurance executive at L.L.M Hospital Kidangoor Kottayam from September 2022 to March 2023.

Duties Assigned

- Handling front office works such collecting patient details and attending phone calls.
- Filling preauthorisation forms and uploading patient data in insurance companies portals.
- Making IP bills of insurance patients.
- Maintaining daily excel reports regarding insurance patients details.
- Coordinating settlements of insurance claims.
- Communicating with patients regarding their claims.

STRENGTHS :

- Good Communication Skills
- Ready to take responsibility
- Quick Learner and Good Interpersonal Skills
- MS Office, Libre Office
- HTML, SPPS

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	BOARD	YEAR OF PASSING	PERCENTAGE OF MARKS
B.com	Girideepam Institute Of Advanced Learning Kottayam	M G University	2022	64%
+2	St.Marys H.S.S Kidangoor Kottayam	Board of Higher Secondary Examination	2019	75%
10th	St.Marys H.S.S Kidangoor Kottayam	Board of Examination Kerala	2017	88%

PROJECT DETAILS

- ❖ Customer Satisfaction Towards Maruti Suzuki Swift Cars In Kottayam District.

PERSONAL DETAILS

Name	– Midhun K Raju
Father's Name	– Raju P
Date of Birth	– 29-12-2001
Age	– 21
Gender	– Male
Nationality	– Indian
Marital Status	– Single
Languages Known	– English, Malayalam
Mobile	– 9961028196

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Kidangoor

(Midhun K Raju)