

# REGITTA EVLIN T. J.

## CAREER OBJECTIVE

To utilize my professional knowledge and interpersonal communication skills in the organization. To enhance my educational and professional skills in a stable and dynamic workplace.

## WORK EXPERIENCE

### TRANSACTION ANALYST, WAGeworks, CONDUENT INFOPARK, COCHIN

**OCTOBER 2014- DECEMBER 2019**

- Provided Health insurance claims.
- Validated their expenses is eligible or not.
- Denied the claims if it is ineligible expense.

## EDUCATION

- Bachelor of commerce, MG UNIVERSITY. TANDEM PEARSON ERANAKULAM, 2016.
- Higher Secondary Education, BIOLOGY SCIENCE. G.H.S.S PUTHENTHODE, 2012.
- Secondary Education, O.L.C.G.H.S.S THOPPUMPADY, 2010.

## CERTIFICATION

- Diploma in Medical Transcription, St. Joseph college, Thoppumpady. (2013)
- Certificate course in Hospital Administration, International school of skill development, cochin (2022)



## CONTACT

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## SKILLS

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- Team Work
- Time Management
- Leadership
- Verbal & Written  
Communication
- Adaptability

## LANGUAGE

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- English
- Malayalam