

**ANJUMOL MATHEW**

anjumolmathew1012@gmail.com @

971569759005 📞

Thenkulathil(H) Chittady P.O, Chotty Kottayam Kerala 📍  
PIN:686512 Tel:+919207376359



### PERSONAL DETAILS

Date of Birth : 12/10/1998

Marital Status : Single

Nationality : Indian

Gender : Female

### PASSPORT DETAILS

Passport no:- W5340864

Date of issue :- 31/08/2022

Date of expiry:- 30/08/2032

Place of Issue :- Cochin

### PROFICIENCY MATRIX

- › Good communication skill
- › Proficient in Microsoft office suit and Microsoft excel
- › Goal oriented, dedicated, creative
- › Enthusiastic and hardworking
- › Fast learner
- › Possess positive attitude
- › Team player

### LANGUAGES

Malayalam, English, Hindi

### EXPERIENCE

**Amala Medical College, Thrissur, Kerala,India** -

Executive -Patient care services (October 2022-Present)

#### Achievement/Tasks

Booking appointment through the phone, answering queries and transfer calls to the right person

Gathering service feedback from patients to maintain patient satisfaction and raise concerns to the responsible team

Escalating feedback and complaints to higher management in order to fix issues and develop business experience

Ensuring availability of treatment information by filing and retrieving patient records and consent forms

#### Merchandiser

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Work as a Merchandiser@Kitex Limited -2021April -2022April

#### Fashion Designer

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Worked as Fashion Designer & Model at mili women's Fashion Zone 2019 June -2020 December

### EDUCATION

**Amala Institute of Medical Science**

Certificate program in Hospital Administration

**Barathiyar University (School of management studies, Ettumanor)2016-2019**

B.SC Fashion Designing

**Govt. Higher secondary school, Kanjirappally 2014-2016**

Plus Two

**St. Mary's Higher Secondary School kanjirappally 2012-2016**

SSLC

### DECLARATION

I hereby declare that all the above furnished particulars are true and correct to the best at my knowledge and belief