

PERSONAL PROFILE

Name: Anjana Guptha

✉ anjanaguptha1998@gmail.com



9809790443

9656464023

Address for Communication:

Anjana Guptha
D/o: Manikandan
Uzhunnamkottil (Ho)
Arayangode
Mannarkkad (Po)
Palakkad(Dist.)
Kerala (State)
Pin: 678582

OVERVIEW

Date Of Birth: 25/05/1998
Sex: Female
Height: 162 cm
Weight: 60 kg
Nationality: Indian
Marital Status: Single

Languages Known:

- English
- Malayalam
- Tamil

Core Skills:

- Team Leadership
- Typing Speed:35-38wpm
- Proficiency in Excel

Strength:

- Excellent telephone etiquette with very clear & bold voice.
- Able to work individually or as a team.
- Self-learning and flair to learn new things. **IT**

EXPOSURE



Anjana Guptha

CAREER OBJECTIVE

To gain employment with an organization that offers me a consistently positive atmosphere to learn and implement new technologies for the betterment of the organization, use my skills in the best possible way for achieving the organization's goals and solve problems in an effective as well as creative manner in a challenging position.

PROFESSIONAL EXPERIENCE

Role	Work details
Executive (Front office and accounts)	Duration: From 03/2021 to Present. Role : Customer Service and Accounts. Company : Mother care Hospital

EDUCATIONAL QUALIFICATION

Course	Year	University	Specialization
M.com	Pursuing	Calicut University	Finance
B.com	2018	Calicut University	Finance
+2	2015	Kerala state board	Commerce
SSLC	2013	Kerala state board	-

WORK EXPERIENCE

Skills and competencies:

- Problem solving
- Customer focus
- Technical orientation
- Service mindset
- Multitasking
- Adaptability
- Health insurance and billing.

Operating systems:

- Windows (all versions)

Technical Courses:

- MS OFFICE.

OTHER DETAILS:

- **Notice period required to join:** 30 days.
- **Expected salary:** As per company standards
- **Current CTC; 2.5 Lacks.**

Reference; AS PER REQUEST.

“Available for Relocation”

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Mother care Hospital

COMPANY

Improving the quality of your life through better health with its legacy of over 14 year in the health sector, Mother Care health center is acknowledged for its trust and discipline in facilitating its health services. As a tributary from the Mullas group, the syndicate has a profound appeal in the regions of Palakkad in uplifting the health and well-being of the people.

ROLE :- Executive in accounts and front office

DESCRIPTION OF WORK

- Monitoring office expenses and costs.
- Offer a solution-based approach for all customer interactions.
- Supporting the development of client communication plans, presentations, reports etc
- Support business development opportunities, providing estimates and potential solutions
- Expertise in billing invoices, insurance forms, patient paperwork's.
- Maintaining good customer relations.
- Achieved personal targets and work towards meeting team targets.
- Implemented a digital filing system to organize files.
- Provided excellent customer service as per hospital standards.
- Maintaining records of the conversations with the customer and analyze the data.
- Timely submission of reports on performance, targets and customer queries.
- Good knowledge of CRM practices and systems.
- Strong multitasking, time management, and target achieving skills

DECLARATION

I hereby declare that above given particulars are true to the best of my knowledge & belief.

Anjana Gupta