



ADITHYA TV

Adithyavenugopal4@gmail.com

+917025338702

Systematic Receptionist successful in leading front desk public relations. Skilled at collecting and processing payments, setting appointments, and organizing and maintaining filing systems. Available for flexible hours weekly, including weekends and evenings.

SKILLS

- Customer and client relations
- Administrative support
- Cash Handling
- Multi-line Telephone Systems
- Organization skills
- Verbal and written communication
- Time management

EXPERIENCE

Receptionist & Billing Executive

- Thaqdees Hospital Kochi Kerala
- Aug 2020 - 2021

Appointment Executive

- Sunrise Hospital Kochi kerala
- 2022 -2023 (still working)

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

EDUCATION

- Diploma - Hospital Administration
ISSD Kalamassery 2020
- Bachelor of Arts - BA Hindi
Sree Sankara Vidyapeedam College Valayanchirangara
Ernakulam 2015 - 2018
- 12th Kerala State Board - 2015
- SSLC Kerala state board - 2013

RESPONSIBILITIES

- Managed multiple tasks and met time-sensitive deadlines.
- Confirmed appointments, communicated with direct clients and updated client records.
- Checked-in visitors, distributed visitor badges and managed logbooks to comply with security initiatives.
- Answered large volume of incoming calls daily to resolve customer issues and schedule appointments.
- Sorted, received and distributed mail correspondence between departments and personnel.
- Kept reception area clean and neat to give visitors positive first impression.
- Knowledge of proper cash handling procedures.

PERSONAL DETAILS

Date of Birth : 11-07-1998

Sex / Status : Female / Single

Hobbies : Listening music, watching films.

PERMANENT ADDRESS

Thazhathedath (H) Asamannoor p o
Punnayam Ernakulam
Pin 683549

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief as on this date.

Date :

Place : Ernakulam

Adithya TV