

RESUME

JAYAVIDYA.C

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Chavara South.P.O

Kollam

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Career objectives:

- To pursue a challenging career in health Care division, health administration, social administration, that can utilize my educational background and experience best.
- To contribute the level best of my knowledge to the organization which I belong to.
- To be committed and loyal professional towards the organization.

Area of specialization:

M.B.A: specialization in Finance & System

Education profile

EXAMINATION	BOARD / UNIVERSITY	YEAR	AGGREGATE
M.B.A.	Vivekanandha Business School for Women, Erode, Anna University, Coimbatore.	2007-2009	83.2%
B.com	Private study, Kerala University	2002-2005	45%
Plus-two	Guhanandhapuram Higher Secondary School Chavara South.	2000-2002	61%
S.S.L.C.	GPHSS, Chavara south.	2000	54%

Area of interest

Interested to work in health care sector with a social commitment and dedication towards patient care to improve the strategies of the organization which entrusted upon me.

Career Sketch:

- **LIFELINE SUPER SPECIALITY HOSPITAL,ADOOR**
- **Position: Public Relation Officer (PRO)**
- Period: 2019- Till

Duties and responsibilities

- A. Dealing with the financial settlement for the patients
- B. Priotirizing elite customers and counseling about the treatment various packages
- C. Room visit and facility rounds
- D. Counseling IVF patients for package settlement
- E. Handling financial clearance desk by providing adequate knowledge for in patients service
- F. Coordination with administration for execution of health days.
- G. Handling patient quires and grievances

- **ARAVIND MEDICAL CENTRE : CHAVARA, KOLLAM**

Position : Finance Executive

Period : From September 2009 to August 2010

Area of Exposure : Cash dealing through Tally, HPay roll handling

etc..

- **VIJAYA HOSPITAL, KOTTARAKARA**

Position: Customer Care Executive

Period: Aug. 2010 to sep. 2011

Duties and responsibilities

- Handling various patient care quires,
- Meeting patient care Satisfaction,
- Representing management for various patient care issues and handling according to the policy of the management.

- **Kerala Building and Other Construction welfare Board, Kollam**

Period: Sept. 2013 to 2014

Worked as a **Lower Division Clerk (LDC)** in Building And Other Construction Welfare Department Government of Kerala.(On daily wages)

- **MUTHOOT HEALTH CARE PVT.LTD KOZHCHERRY**

Position: Public Relation officer (PRO)

Period: Feb. 2014 to June 2018

Duties and responsibilities:-

- Handling Executive health checkup on target basis and directing patients to various specialty and super specialty departments.
- Coordinating with administration for the daily functioning of the hospital.
- Coordination with OP and IP for the smooth function of different departments.
- Associating with Quality dept and administration dept for the assessment for NABH and ISO quality certification.
- **HOLYCROSS HOSPITAL,ADOOR**
- **Position: Accountant**
- Period: 2018

Computer Skills

MS.OFFICE, SAP, TALLY, DCA.

Project undertaken:

- Project in finance -Analysis of Fund Mobilization in KERAFED.
- Project in finance-Study on analysis of Financial Performance in KCMMF.

Strengths:

- Confident, hard working, goal oriented and good communication skill.
- Quick adjustment to the new environment.
- Committed, likes to take up Challenges.
- Initiative

Hobbies:

- Hearing music
- Reading

DECLARATION:

I declare that the above information provided is true to the best of my knowledge

Date:19/05/2021

Place: Kollam

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