



I have a friendly and conscientious personality. In addition, I have experience as a Receptionist and part of the medical lab for six months in a well-known Lab in the Kochi city. Armed with a strong and thorough work ethic, I can be relied upon as a Receptionist serving the hospital's totality.



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Pandikudi, cochin-682002



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DOB : 18 May 1996
Marital Status- Married
Nationality - Indian

FEBA GEORGE

FRONT OFFICE EXECUTIVE

Skills

- Patient Assessment
- Recording patient test history
- Data entry
- Clinical Research
- Billing
- Front office

Work Experience

Receptionist at Medivision Lab

September 2021-March 2022

- Prepare the front office & set up Data files and system according to the protocol.
- Documented patient Test histories, complaints. and all patient-related communications.
- Assisted with the Lab technician, procedures,

Data Entry Operator at AB Constructions, Fortkochi

August 2020-September 2022

- Maintaining Data and Profile Updates in Front office

Cashier at Amala Trading & Co, Kolencherry

May 2018 - June 2019

- Billing and cash collection

Education History

- Hospital Administration-ISSD, Kalamassery 2023
- Bachelor of Arts in English literature 2018
- Plus two - Co-Operative College, Kolencherry 2015
- SSLC - St.Peters VHSS, Kolencherry 2013