

## ARCHANA NS



### Contact

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8113938612

NADUVILEDATH (H) THELLAKOM P.O KOTTAYAM

### Personal Details

Date of Birth : 21/12/1997

Marital Status : MARRIED

Nationality : INDIAN

Place : KOTTAYAM

### Skills

COMPUTER SKILL 80%

COMMUNICATION SKILL 80%

DECESION MAKING 80%

TEAM BUILDING 80%

FAST LEARNER 80%

HARD WORKING 80%

### Interests

TRAVELING

MUSIC

### OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

### EXPERIENCE

**M.A.G.J HOSPITAL MOOKANNOOR ,ANGAMALY** 27/03/2023  
TRAINEE-OPERATIONS(3MONTHS) -  
08/07/2023

- . Receive patients and visitors in a professional way
- Ascertain their needs and direct them accordingly
- . Providing information about facilities and services
- . Attend phone calls and keep record of call placed
- .Help patients to fix appointments/consultation with doctors
- . Provides financial counselling/updating outstanding bill to admitted patients
- . Handle feedbacks and update to the manager accordingly
- . Addressing and escalating patients complaints to higher level
- . Record In-patient informations and room status for the smooth admission process
- . Coordination of discharge process

**NEARBYMART HYPERMARKET ETTUMANOOR** 14/12/2020  
BILLING -  
. CASH HANDLING 14/07/2022  
. STORE KEEPING  
. SALES

**RED TAPE ONLINE OUTLET** 05/01/2018  
SALES EXECUTIVE -  
05/01/2019

### EDUCATION

**DIPLOMA IN HOSPITAL ADMINISTRATION** 2023  
VISWAVIDHYAPEEDHOM EDUCATIONAL INSTITUTE KAKKANAD, KOCHI

**MEDICAL CODING & BILLING** 2019  
TRANSORE SOLUTION PVT LTD

**G\_ACCOUNTANT IN TALLY** 2018  
G TECH COMPUTER EDUCATION

**BSC ZOOLOGY** 2015-2018  
K E COLLEGE MANNANAM

**HIGHER SECONDARY** 2013-2015  
SH MOUNT HIGHER SECONDARY SCHOOL,NATTASSERY

**SSLC** 2013  
ST.MARCELLINAS G.H.S ,NATTASSERY

### REFERENCE

**ROBIN CV - (CHIEF OPERATING OFFICER)**  
MAGJ HOSPITAL ANGAMALY  
coo@magjhospital.org

**SHANITHA - (ASSISTANT OPERATIONS MANAGER)**  
MAGJ HOSPITAL ANGAMALY  
Info@magjhospital.org