

# CURRICULUM VITAE



## Prajitha.k

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### CAREER OBJECTIVES

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the hospital.

### WORK EXPERIENCE

**SILVERLINE HOSPITAL - center for Diabetes , Thyroid and endocrinology ,** Ernakulam –kadavantra  
During( june 2022 – jan 2023)

- Greet patients and visitors as they arrive at the hospital, providing them with excellent customer service and ensuring that they are directed to the appropriate staff member and relevant departments.
- Manage the appointment scheduling process , ensuring that patients receive timely and efficient service.
- Arranging online consultations by coordinating with consultants and emailing the prescription and reports to patients as well.
- Maintain patient records using electronic medical records (EMRs) and other relevant software, ensuring that all information is entered accurately and securely.
- Maintaining confidentiality of patients and doctors information.
- Preparing Lab \$ Radiology and General billing, collecting payment.
- Answering phone calls and responding to queries and transferring calls to respective departments.

### **RESEARCH ASSISTANT at (CMFR I GOV. OF INDIA ) 2017-2019**

- teaching experience
- Team work
- Field work
- Computer skill
- Time management
- Specimen collection , management and test

- Equipment calibration and use
- Program coordination skill
- Data entry

#### EDUCATIONAL QUALIFICATION

Certification in Hospital Administration (TUV SUD Certificate)

M.SC - MICROBIOLOGY

B.SC - ZOOLOGY

#### LANGUAGE KNOWN

English

Malayalam

Tamil

#### DECLARATION

I do hereby declare that the above information is true to the best of my knowlege.