

# **MEGHA MOL ANTONY**

## **Admin executive**

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### OBJECTIVE

enhance my professional skills,capabilities and knowledge in an organisation which recognize the value of hard work and trust me with responsibilities and challenges.

### SKILLS & ABILITIES

- Excellent problem solving and analytical skills.
- Ability to work as part of a team.
- Collaborating and working well together with others.
- Comforting people when they need it .
- Ability to cope with different situations.
- Time management.
- Quick learner with an ability to assimilate the job requirements.
- Organizational skills with the ability to multi-task,work under pressure and meet the deadlines stringent time constraints,efficient and attention to details.
- Good management and organizational skills

### EXPERIENCE

#### **NAFATH AL KLHALEEJ CONT,LLC,SHARJAH,UAE**

(19/10/2022 -13/05/2023)

- Front Office Management.
- Preparation of Time sheet for the Staff & Labour. Record keeping for the employees.
- Petty cash management.
- Preparing ,organizing and storing information in paper and digital form.
- Dealing with queries on the phone and Email.
- Liaising with suppliers and contractors.
- Liaising with staff in other departments .eg..Finance ,HR.
- Prepare invoices,quotation,purchase order and other reports.
- Preparation of daily reports and reporting the same to Management.
- Review and process daily expense report.

**BELIEVERS CHURCH MEDICAL COLLEGE HOSPITAL, THIRUVALLA**

(01/02/2022 – 12/09/2022)

- Greeting patients, signed them in, and directed them to desired destination.
- Successfully managed patients records, insurance, billing, mails with 100 % accuracy.
- Handled incoming and outgoing calls.
- Manage reception stocks and order supplies when needed.
- Petty cash management.
- Maintained current and accurate medical records for patients.
- Kept reception area clean and neat to give visitors positive first impression.
- Resolved customer problems and complaints.
- Confirmed appointments, communicated with patients/bystanders, and updated patient records.
- Vehicle arrangement for patient/bystanders and processed patients referrals and transfer requests.
- Coordinated patients scheduling, check-in and check-out and payments for billing.
- Collected and distributed messages to team members and managers to support open communication and high customer services.

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**EDUCATION**

- B.COM Computer application
- Plus Two
- SSLC

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**SOFTWARE  
EXPERIENCE**

- MICROSOFT OFFICE
- LIBRE OFFICE
- SPSS
- DBMS
- EXCEL
- TALLY ERP

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**LANGUAGES  
KNOWN**

- English
- Malayalam
- Hindi
- Tamil

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**TRAINING  
ATTENDED**

Successfully completed the workshop on 'Foundation Programme in Capital Market' conducted by the Hedge School of Applied Economics, Kochi.

PERSONAL  
INFORMATION

DOB - 26/10/1998  
SEX - FEMALE  
NATIONALITY - INDIAN  
MARITAL STATUS - SINGLE

DECLARATION

I hereby declare that the above cited information is true to the best of my knowledge and belief; if given a chance, I can prove myself.

Yours faithfully  
MEGHA MOL ANTONY