

ANIJA ANIL

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OBJECTIVE	Seeking an opportunity as Health Care Administration where I can apply proven leadership abilities while ensuring high standards are met in terms of patient care & customer service delivery. Accustomed to working in term-oriented, fast-paced environments
SKILLS & ABILITIES	<ul style="list-style-type: none">• Skilled in leadership, relationship building and business administration• Adept at budgeting and quality assurance• Highly skilled communication with excellent telephone manner, call center, operations, customer complaint resolution• Knowledge of medical coding, billing procedures, insurance policies, IP-OP coordination, PRO& GRO• Office skills, HIPAA compliance, Scheduling Software, EMR Software, Data entry, Record patient history
TECHNICAL SKILLS	<ul style="list-style-type: none">• Basic of computer• Knowledge of MS Office (Excel, Word & Power point)• Knowledge of Tally Prime & GST• Windows 7, 8 .1 ,10 & Linux
EDUCATION	<ul style="list-style-type: none">• Diploma in Hospital Administration Viswavidhyapeedhom Educational Institution Kakkanad Affiliated by STED Council 2022• Diploma In Computer Financial Management Comtech Computers Under Govt of Kerala 2022• B com Cooperation ST Mary's College, Kurichy 2021• Board of Higher Secondary GHSS Changanacherry 2018

	<ul style="list-style-type: none"> Secondary School Leaving Certificate AVHSS Kurichy Kottayam 2016
EXPERIENCE	<p>GUEST RELATION EXECUTIVE MAGJ Hospital Mookkanoor Angamaly (NABH Accredited)</p>
CERTIFICATIONS	<p>DCFM Diploma in Hospital Administration</p>
REFERENCES	<p>Robin C.V MAGJ Hospital Mookkanoor, Angamaly Chief Operating Officer 9846400948</p> <p>Alan Antony K MAGJ Hospital Mookkanoor, Angamaly Operations Officer 9746599983</p>
PERSONAL INFORMATION	<p>Nationality : Indian Marital status : Single Date of birth : 23-10-2000 Fathers name : Anil Kumar P.T Languages : English, Hindi, Malayalam Religion : Hindu Hobbies : Reading, Gaming, Embroidery Designs</p>
DECLARATION	<p>I hereby declare that the details furnished above are true to the best of my knowledge and belief</p>

Place: Kottayam

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