




# VISAKHIMOL JAYAN


*Front Office Executive*

## PROFILE

I am a highly passionate Hospital Management Professional with sound knowledge in Front Office Management, Marketing, Standard Operations, Patient Safety and Quality Management

## CONTACT ME

 91 9207133591

 visakhijayan1998@gmail.com

 Idukki, Kerala

## LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

## ➤ EXPERIENCE

**FRONT OFFICE EXECUTIVE** Aug 2022

**Ahalia Diabetic Hospital, Palakkad, Kerala**

- Patient admission counselling
- Patient Relation
- Tele calling
- Billing, Registration, DIs-charging,
- Administration works

**GUEST RELATION** Sep 2019 - Mar 2020

**Tablez, Abu-Dhabi, UAE**

- Performed the duty of hosting the guest
- Analysing customer feedback & providing strategic direction to continuously improve over all rating
- Grievances redressel
- Tele-calling

**JOURNAL INTERN** Dec 2019

**Deepika News Paper**

- Reporting News
- Content Writting
- Plan, Organise & Review Material for publication

**TEACHING INTERN** Feb 2019

**NSS School, Changanasserry**

- Teaching
- Seminar Presentation

## SKILLS

- Team Work
- Multi Tasking
- Time Management
- Highly Motive
- Patient Handling
- Communication Skill
- MS Office



## EDUCATION

**DIPLOMA IN HOSPITAL MANAGEMENT**  
*International School of Skill Development*  
2022

**DIPLOMA IN OFFICE MANAGEMENT**  
*CAD Point, Kuttikanam*  
2022

**BA IN ENGLISH LITERATURE  
COMMUNICATION & JOURNALISM**  
*BCM College, Kottayam*  
2016 - 2019

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..... END OF YOUR SEARCH FOR THE BEST CANDIDATE .....