

Teena A.D

Attullil (H).
KollamKudimugal, Cardinal QuartersThrikkakara P O
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CAREER OBJECTIVES

To be in a challenging profession where I can utilize my skills and put forth my best for the personal and organizational efficiencies.

STRENGTHS

Leadership

Patience

Sincere

PERSONAL DETAILS

Name	: Teena A.D
Father name	: A.T Davis
Gender	: Female
Date of birth	: 14-11-1997
Nationality	: Indian
Marital status	: Single
Languages known	: English, Hindi, Malayalam

EDUCATIONAL QUALIFICATION

- S.S.L.C - Cardinal Higher Secondary School Thrikkakara , Kerala
- Plus two – Govt. H.S.S Vennala , Kerala
- BSC. Zoology- M.G University , Kerala (2018)
- MBA (HR) -Annamalai University.(2020-2022)

PROFESSIONAL QUALIFICATION

- Diploma in Hospital Administration – International School of Skill & Development , Kalamassery (2019)
- Diploma in domestic data entry operator – Additional acquisition program of government of India (2015)

WORK EXPERIENCE














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- **HR Executive – Asia power Overseas Recruiting Consultancy , EKM Kerala (From NOV 24-2021to till the date)**

Duties & Responsibilities:

- Communicate with our head office to get a clear view on their hiring needs and organizational goals
- Source candidates for the ongoing projects /requirements as well as.
- Communicate with head office to determine their hiring needs
- Develop and implement strategies based on clients' needs
- Define job description and document specifications
- Identify prospective candidates using a variety of channels like Naukri , Oorwin etc.
- Create a candidate personal for each open position

- Conduct confidential interviews (both Zoom interviews & direct client interviews).
- Taking follow-up's for each project until the candidate selection.
- Follow-up references and check credits
- Present detailed candidate profile summaries
- Preparing flyers for each project & posting on Social media / job portals.
- Shortlisting the candidates based on their experience & educational qualification as per the job requirements.
- Sourcing various kind of categories ,Some of our Client names given below for reference ;

Interviews handled for Gulf Countries:

- NSH (Nasser S. Al Hajri Corporation) 
- Yuhantech Kuwait 
- Galfar Oman 
- Plant tech Saudi Arabia 
- CCC (Consolidated Contractors Company) 
- Gulf Eastern Group Kuwait 
- Enter Engg. Uzbekistan 
- Hyundai (Oil & Gas) 
- GS Engineering 
- HOT Engineering 
- Waseef Qatar 

Interviews handled for European Countries:

- Mercury 
- Budex U K Pvt. Ltd.
- Kamida Lithuania 

- **FRONT OFFICE EXECUTIVE –Ahalia International Foundation Eye Hospital, Palakkad** (Total 1 year & 9 months)

Duties & Responsibilities:

- Welcoming patients, pharmaceutical representatives and vendors on the telephone and in-person visitors and answering patient inquiries
- scheduling appointments for patients
- maintaining records and accounts of patients
- assisting patients in filling medical forms
- processing different payments for patients
- Sending attendance reports & Daily patient flow reports to the Administration department & to the management.
- Preparing daily cash flow report & submitting to accounts department.
- processing different payments for patients (Discharge bills & other procedure bills)
- Handling the billing Sections.
- answering multi-line phone and transferring calls to direct and departments
- maintaining the confidentiality of patient and doctor's information
- preparing customer bills and specimen labels for the next day's patient
- keeping track of office supplies, inventories and placing orders as necessary
- ensuring maintenance of the reception area
- updating patient insurance information
- Handling camp patients (Ayush & paying patients).
- Preparing the forms for Ayush patients.

- **FRONT OFFICE EXECUTIVE -Ahalia Women & Children's hospital , Palakkad**

Duties & Responsibilities:

- Welcoming patients, pharmaceutical representatives and vendors on the telephone and in-person visitors and answering patient inquiries
- scheduling appointments for patients
- maintaining records and accounts of patients
- assisting patients in filling medical forms
- processing different payments for patients
- Sending attendance reports & Daily patient flow reports to the Administration department & to the management.
- Preparing daily cash flow report & submitting to accounts department.
- processing different payments for patients (Discharge bills & other procedure bills)
- Handling the billing Sections.
- answering multi-line phone and transferring calls to direct and departments
- maintaining the confidentiality of patient and doctor's information
- preparing customer bills and specimen labels for the next day's patient
- keeping track of office supplies, inventories and placing orders as necessary
- ensuring maintenance of the reception area
- updating patient insurance information



- **FRONT OFFICE EXECUTIVE -Thaqdees hospitals Pukkattpadi (3 months)**

Duties & Responsibilities:

- welcoming patients, pharmaceutical representatives and vendors on the telephone and in-person visitors and answering patient inquiries
- scheduling appointments for patients
- maintaining records and accounts of patients
- assisting patients in filling medical forms
- processing different payments for patients (Discharge bills & other procedure bills)
- Handling the billing Sections.
- Preparing daily cash flow report & submitting to accounts department.
- answering multi-line phone and transferring calls to direct and departments
- maintaining the confidentiality of patient and doctor's information
- keeping track of office supplies, inventories and placing orders as necessary
- ensuring maintenance of the reception area
- updating patient insurance information

DECLARATION

I hereby declare that the information above mentioned above is true to the best of my knowledge.

Place: Thrikkakara

Date:

Teena A.D