



ATHEENA R

Perumbilil(Ho) Pallilamkara, HMT Colony (Po) Kalamassery,
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Objective

Seeking a position to utilise my skills and abilities and achieve professional growth while being resourceful and innovative and flexible aspire to become a successful professional willing to work as a key player in an innovative and competitive world

Experience

- Vatakara Co Operative Hospital** 01/01/2021 - 14/04/2023
Assistant Administrative Officer
Roles and Responsibilities
 - *Maintained employee data and kept updated accounts of employment records
 - *Mentored employees through personal and professional issues
 - *Assisted in recruiting and training of new employees
 - *Arranging staff meetings and scheduling appointments
 - *Ensure quality care and services
 - *Verify department records and registers
 - *Ensure patient satisfaction
 - *Maintaining daily and monthly records
 - *Prepare discharge summary of cardio thoracic patients
 - *Daily management of all operational processes inside the insurance department to ensure the insurance claims (Star health ,Raksha,Medi assist insurance) and approvals are obtained within specified time
 - *Attend regular meetings and calls with the TPA and insurance representation

Education

- St.Joseph's College of engineering OMR Chennai,Tamilnadu** 2020
MBA Specialization In HR and Finance
- St.Joseph's college Irinjalakuda** 2018
B com Finance
- Government Girls Higher Secondary School Irinjalakuda** 2015
Commerce
- St.Antony's Girls High School Vatakara** 2013
High School

Skills

- Team Building and collaboration
- Problem solving
- Decision making
- Recruitment
- Customer service
- Office Administration
- Organisation and planning
- Organizational behaviour and development
- Computer literate Microsoft office (Word,Excel,Power point)

Projects

- A study on customer preference towards online shopping
- A study on students attitude towards entrepreneurship
- A study on employee satisfaction at Kerala State electricity board Vatakara

Achievements & Awards

- Subject topper in Business research methods
- All India inter university volleyball championship Runner
- Represent Kerala state volleyball team for two times
- Represent Anna university interzone volleyball championship winner

Personal Details

- Date of Birth : 10/06/1997
- Marital Status : Married
- Current Location : Kalamassery

Declaration

- I declare that all the details furnished above are all true to the best of knowledge.

Atheena.R

Place: Kalamassery
Date: 02/08/2023