

LISETH SHAJI



Contact Details

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Personal Information

Date of Birth : 28th Dec 1997
Gender : Female
Nationality : Indian
Marital Status : Single
Languages Known : English, Malayalam
Passport No. : U8618845

Hobbies

- ★ Gardening
- ★ Listening to music

Career Objective

To strive as a core team player in an organization where I can obtain growth for, both the organization and self, through skills, knowledge and support and sustain a positive work environment that fosters team performance with strong communication and relationship management skills by overcoming challenges with sheer determination.

Core Competencies

- ★ Confident and positive.
- ★ Communication skills.
- ★ Quick Learner.
- ★ Leadership skills.
- ★ Versatile.
- ★ Conflict Resolution and assistance
- ★ Ability to handle customers.

Work Experience

Customer Relationship Executive at Popular Vehicles and Services (Mar 2021- Feb 2023)

- ★ Listening customer queries.
- ★ Registering customer complaints and checking the complaint status.
- ★ Resolving the customer problems within the time

Academic Credentials

Cigma Medical Coding Academy, (2023)

- ★ Medical Coding CPC Certified with 88 % marks.

St. Stephens College, MG University (March 2019)

- ★ BSc Zoology, Pass out with 81.8 % marks.

St Mary's Higher Secondary School, Kerala State Board (March 2016)

- ★ Plus Two (Science), Pass out with 78% marks.

De Paul English Medium Higher Secondary School (March 2014)

- ★ SSLC, Pass out with 97% marks.

Key Skills

Anatomy & physiology, Medical terminology, ICD10-CM, CPT, HCPCS & Billing.

Additional Computer Knowledge

- ★ MS Office (Word, Excel, PowerPoint)
- ★ E mail

Projects Undertaken

A combined project submitted for degree on 'Structure prediction of protein'.

Reference

Provided upon request.