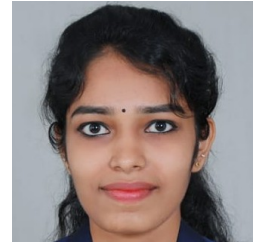


APARNA NIXON



CONTACT

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☎ 6235877342
📍 KIZHAKKEARACKL (H) VIMAL
AGIRI PO VIMALAGIRI IDUKKI
685602

PERSONAL DETAILS

Date of Birth : 6/2/2001
Marital Status : Single
Nationality : Indian
Religion : Christian
Gender : Female

SKILLS

Hard working, Self confident,
Honestly & Integrity, Helping
mentality, Good communication
skill, Leadership skills, Patience

REFERENCE

Shani - Sunrise Hospital
Reception incharge
hr@sunrisehospital.in
8589851712

LANGUAGES

English , Malayalam , Tamil

OBJECTIVE

To be a part of an organization where I can fully utilize my skills and knowledge and make a significant contribution to the success of the employer and at the same time to my individual growth.

EXPERIENCE

07/03/2023
- Still
working

Front Office Executive

Sunrise Hospital
Taking consultation for doctors
Greeted patients and provided them with
information and assistance
Handled calls, collect personal information
Entered patient information on to the computer
To admit the patients and collect the IP advance
Handled customer complaints in a sympathetic
and efficient manner

EDUCATION

2023

DIPLOMA IN HOSPITAL ADMINISTRATION
ADI INSTITUTE OF MANAGEMENT STUDIES
A+

2022

TALLY
G TECH COMPUTER EDUCATION
B+

2019
-2021

B.COM COOPERATION
MG UNIVERSITY
74%

2016-
2018

PLUS TWO
BOARD OF HIGHER SECONDARY EDUCATION,
GOVT OF KERALA
80%

2016

S S L C
GOVT OF KERALA
86%

ADDITIONAL INFORMATION

Hobbies - Dancing , Singing , Traveling , Art

Computer knowledge - Tally , Sap , Ms Word , Ms Excel

