



# APARNA K

Patient Coordinator

## ABOUT ME

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

☎ 9188027281

✉ aparna.02002@gmail.com

📍 Kannur Payyanur

## LANGUAGE

- . Malayalam
- . English
- . Tamil (Basic)

## SKILLS

- Management Skills
- Decision Making
- Problem solving
- Fast learning
- Critical Thinking
- Leadership

## EXPERIENCE

**Patient Care Coordinator**  
Radiology Department  
Astermedcity Ernakulam

May 2023-  
December 23

Extensive customer service duties performing patient check-in, check-out, receipt of payment, appointment scheduling, and answering phones.

**Office Administrative Staff**  
(Internship )

January 2023-  
may 2023

Mary Immaculate Mission Hospital  
Engandiyoor Thrissur

support the smooth running of offices by carrying out clerical tasks and projects.

## EDUCATION

### Diploma In Hospital Administration

Viswavidhyapeedom Institution  
July 2022 - December 2022

### Degree Of Bachelor's Of Commerce

Kannur University  
June 2019 - may 2022

### Higher Secondary School Certificate

Government Higher Secondary School  
Commerce  
June 2017 - may 2019

### Secondary School Leaving Certificate

Government Higher Secondary School  
S.S.L.C Batch - 2017

## REFERENCES

### Mr. Judson

Manager Radiology Dpt  
Astermedcity

Phone: 918111998160

Email: Null

### Mr. Bimal Gopan

Administrative Staff  
Astermedcity

Phone: +918089616163

Email: Null