



# ANJANA KRISHNAN SP

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## OBJECTIVE

Seeking for placement in administration or any other related department in an organisation where i can work in a challenging environment and utilize my skills and theorotical.

## EXPERIENCE

### Insurance cordination & Frontdesk management

21/04/2022 - 30/12/2023

Aster DM Healthcare

Managing insurance, front desk cordination

Handled enquiries, explained procedures

Received and made telephone calls as required

Documentation

Customer relations

Convincing insurance procedures and details

Regular following up the claim status

## EDUCATION

### Bachelor of English Honours

2024

Indira Gandhi University

### Biology science

2015

## SKILLS

Accuracy

100%

Team work

100%

Management

100%

Communication skill

100%

Decision making

100%

Data evaluation

100%

Critical thinking & Problem solving

100%

Reliability & Flexibility

100%

Time Management

100%

Govt:Girls higher secondary school,Nedumangadu

**High school**

2013

Govt:Girls Higher Secondary school Nedumangadu

## INTERESTS

**Learning new things**

**Dancing**

**Acting**

**Travelling**

## LANGUAGES

English

Malayalam

Tamil

## ACTIVITIES

Front desk cordination and management, Customer relations

## PERSONAL DETAILS

Date of Birth : 04/11/1997

Marital Status : Married

Nationality : Indian