



# VRINDHA VIJAY

## CONTACT



Cherumalakattil valiyakulangara p.o  
mavelikara Karazhma

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## PERSONAL DETAILS

Date of Birth : 01/04/2000

Marital Status : Single

Nationality : Indian

Religion : Hindu

Sex : Female

## SKILLS

•Adaptable to any situation •I believe  
in myself •Interactive person  
•Empathic •Positive and friendly



## LANGUAGE

•English (Read, write, speak) •Hindi  
(Read, write ) •Tamil- (speak)  
•Malayalam (mother tounge) (Read,  
write, speak)

## INTERESTS

Acting

Dancing

## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

### Patient Care Associate

- Present

Wellcaza Medicity

- Dedicated to bettering the customer experience with reliable product education, patient Registration, appointment scheduling, Medical Record management,patient communication,timely assistance,coordination of service with health care professionals ,helpful feedback and respectful conflict management response

- Experience in Pharmacy Assitance

- Experience In Nursing Assitance

- Experience in Billing Associate

### Customer Relationship Executive

- 6 months

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- Handle the concerns of the customer
- Identifying customer demands and requirements
- product knowledge
- problem solving

## PROFESSIONAL QUALIFICATION

Completed BBA in Airline and Airport management with Travel Tourism and Hospitality from Angel blues Aviation and Tourism Academy, Pvt.Ltd - kochi

## EDUCATION

<b>BBA airline and airport management</b>	2022
Angel blues Aviation and Tourism Academy	
<b>Higher Secondary Studies (commerce)</b>	2018
Bishop Hodges Higher Secondary School Under kerala board	
<b>SSLC</b>	2016
Mahathma Girls High School	

## CERTIFICATION

### **Certificate course in Hospital Administration**

International School of Skills Development kochi,Affiliated to jain  
university/ TUV SUD certified -2023

### **Certificate course in Computerised Accounting in Tally**

G-TEC computer education

### **Certificate course in computer operation**

G-TEC computer education

## DECLARATION

I hearby declared that the particular of information and facts stated  
above are true , correct and complete to the best of my knowledge  
and belief

Place:Mavelikara

Date:

vrindha