



# Mary Rinsha Xavier

Front Office/Back Office/Document Controller

To work for an organization which will help in value addition and serve as a spring board to move ahead in my career by providing me interesting career opportunities and harness the best of my caliber.



## Contact

### Address

Chalikkavattom,  
Vennala, Kochi, Kerala

### Phone

+91 7025761106

### E-mail

maryrinsha@gmail.com



## Skills

File management

Scheduling and calendar  
management

Problem-solving skills

Cash Handling

Time management

Business administration

Sorting and labeling

Typing speed

Filing and data archiving

Database Management



## Work History

2016-11 -  
2021-10

### Front Office Assistant

*Ernakulam Medical Center Pvt Ltd. Ernakulam,  
Kochi, Kerala*

**Work involved:** Appointment , admission and collection of payment on discharge of patients. Handling of all external and internal front office desk calls. Submission of deposited cash/ cheques/ drafts/ credit slips to finance. Maintain and contribute to cordial inter and intra team relations.

Responsibilities:-

- Appointment, admission and collection of payment on discharge of patient
- OP Billing invoice generation
- Handles all external and internal calls coming to the front office desk
- Registration:- \*Accurate registrations \*Timely registrations
- Cashiering
- Collection payment for services rendered
- Submission of deposited Cash/Cheques/drafts/credit slips to finance
- Achieving high levels of patient satisfaction at each interaction
- Effective follow through of patient interaction

Bookkeeping

Mail handling

Multi-line phone proficiency

Spreadsheet management

## Languages

Malayalam ●●●●●

Excellent

English ●●●●○

Very Good

Hindi ●●●○○

Good

## Education

2015-03 -  
2017-04

### **Bachelor of Science: Botany**

*St. Albert's College – Ernakulam*

*Passed B.sc Botany with 69.5% Mark*

2012-02 -  
2013-03

### **XII Standard**

*Govt. Higher Secondary School - Vennala,  
Ernakulam*

*Passed XII Standard with 72% Mark*

2010-01 -  
2011-02

### **X Standard**

*St. Antony's Higher Secondary School -  
Kacherippady, Ernakulam*

*Passed X Standard with 80% Mark*

## Personal Profile

Name : Mary Rinsha Xavier

Date of Birth : 22.11.1995

Passport Number : U5182910

Nationality : Indian

Religion & Caste : Christian, Latin Catholic

Marital Status : Married

## Declaration

I declare that all the above mentioned details are best to my knowledge and belief.