

## AISWARYA SAJU



[aiswaryasaju2472@gmail.com](mailto:aiswaryasaju2472@gmail.com)

Mob: 8590743298

### Personal Details

Date of Birth : 24/07/2000

Passport number: Y5576570

Gender : Female

Nationality : Indian

Marital Status : Unmarried

### Languages Known

English, Malayalam, Hindi

### Permanent Address

Ms. Aiswarya Saju

Thoombayil House,

Kanjoor, Parappuram

Ernakulum (Dist.), Kerala

India, PIN: 683575

Mobile: 8590743298

### Personal Traits

- Honest and a hard worker with a high level of integrity.
- Time Management skills
- Interpersonal skills
- Ability to handle the team
- Problem solving skills to resolve issue quickly and fairly.

## PROFILE:

I would like to work in a challenging and creative environment, which will benefit my organization and me to explore new heights. To secure a promising position that offers both a challenge and good opportunity for growth.

### Work History

- **RAJAGIRI HOSPITAL, Kochi, India**  
Junior Executive| International Patient Services | 2023 – Till Date

Serves patients by greeting and helping them, patient's registration, scheduling appointments, billing, currency exchange, maintain records and preparing daily and monthly revenue reports. Provide excellent customer care as per hospital standards.

- **RAJAGIRI HOSPITAL, Kochi, India**  
Trainee | 2022-2023

Complete patient's registration and other formalities. Answer, screened and forwarded incoming phone calls, and attends to queries with utmost attention.

### Education

- **Diploma in Practical Accounting and Tax Practice**  
Tax Study Vocational Training Centre, Kloor (Approved by NCVRT, New Delhi)
- **B.com with Computer Application -**  
MES College, Marampally (MG University, Kottayam, Kerala) 2018-2021
- **Higher Secondary – Commerce**  
MAHSS Thuravoor, Ernakulum, Kerala 2016-2018
- **SSLC -**  
KPHSS, Kalady Plantation, Ernakulum, Kerala 2016 March

### Computer Skills

- HIS
- MS OFFICE- Word, Excel, Power Point
- Tally ERP 9
- C programming, C++
- HTML
- Internet & Operations