



RENJUMOL REGI

OBJECTIVE

Detail-oriented professional with experience in receptionist and billing roles. Seeking a challenging position where I can utilize my organizational skills and dedication to provide exceptional service in a dynamic environment.

CONTACT

Thekkealackal House, South
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ACTIVITIES AND INTERESTS

- Creative craft work
- Dancing

EXPERIENCE

- **RECEPTIONIST AND BILLING**

Metro mind hospital, Kalamassery, Kochi

October 2023 – present

Manage front desk operations, including greeting visitors, answering phone calls, and addressing inquiries.

Handle both outpatient (op) and inpatient (ip) billing procedures accurately and efficiently.

Maintain patient records and ensure compliance with confidentiality regulations.

- Worked as a trainee in hospital administration 14th March 2023 to 12th May 2023.

- **FRONT OFFICE SALES CASHIER**

Royal Enfield Concord Rides, Kottayam

August 2021 - May 2022

Processed sales transactions and provided excellent customer service to clients.

Managed inventory and reconciled cash drawers to ensure accuracy.

Assisted in resolving customer complaints and inquiries effectively.

- Worked as a trainee in front office from 1st December 2017 to 15th January 2018, The Ramada Alleppey.
- Worked as a trainee in Nutmeg Plantation from 1st April 2017 to 1st May 2017, The Kinattukara Nutmeg Plantation, Pinnakkanade.

EDUCATION

- **DIPLOMA IN HOSPITAL ADMINISTRATION**

ALPHABET INTERNATIONAL COLLEGE, KATTAPPANA, IDUKKI

- **BACHELOR OF ARTS IN SOCIOLOGY**

ICMS INTERNATIONAL COLLEGE, MANARCADU, KOTTAYAM

- **HIGHER SECONDARY SCHOOL**

GOVT H.S.S, PONKUNNAM, KOTTAYAM

- **HIGH SCHOOL EDUCATION**

ST. ANTONY'S H.S.S, CHENGALAM, KOTTAYAM

KEY SKILLS AND CHARACTERISTICS

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Basic knowledge of Tally

Strong communication and interpersonal skills

Attention to detail and ability to multitask effectively

ACHIVEMENTS AND AWARDS

- Attended International conference on Person Centered Approaches at Mahatma Gandhi University, Kottayam
- Attended Kerala Sociological Society (KSS)46 the Annual National Conference,2019
- Awarded as star Performer from ICMS International college.
- Awarded course certificate from Additional Skill Acquisition Programme.

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

(RENJUMOL REGI)