



ATHIRA S RAJAN

CAREER OBJECTIVE

To obtain a challenging position where I can implement my skills and knowledge acquired through experience and trainings, in an environment that promotes continual growth. So that I can perform as an enthusiastic team member with ethics and confidence for the growth of my organization.

ACADEMIC QUALIFICATION

BSc Biotechnology – (2011)

Mother Teresa University – Tamil nadu
Sri Adi Chunchanagiri Women’s College, Cumbum,

Higher Secondary (2007)

State board -Pathanamthitta (dt), Kerala
Sree Vijayanada Gurukula Vidhyalaya, Kidanganoor.

SSLC (2005)

SSLC - State board
Seventh Day Adventist English Medium High School,
Nedumkandam.

ATHIRA S RAJAN

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athirasrajan72@gmail.com

Permanent Address:

Edasseriayathu House
Nedumkandam PO.
Idukki-District, Kerala
Pincode :685553

PERSONAL PROFILE

Date of Birth : 05-DEC-1989
Father’s name : E K Somarajan
Mother’s name : Valsalakumari
Gender : Female
Marital status : Married
Passport No. : V9243120
Date of expiry : 06-04-2032

SOFTWARE SKILLS

MEDIWARE -----	■	■	■	■
ELLIDER -----	■	■	■	■
SOLACE-----	■	■	■	■
PDCFA -----	■	■	■	■
MS OFFICE-----	■	■	■	■

CERTIFICATION

Professional Diploma in Computerised Financial Accounting (2017)

USA Computer Center - Kumily, Idukki

EXPERIENCE

- ❖ 4-years' experience as Guest Relation Executive at Welcare Hospital, Vyttila- Ernakulam
- ❖ Currently working as Front office incharge at Futureace Hospital Edappally- Since 01-Dec-21

COMMUNICATION SKILL

MALAYALAM -----	■	■	■	■
ENGLISH -----	■	■	■	■
THAMIL -----	■	■	■	■
HINDI -----	■	■	■	■

JOB DESCRIPTION

- ❖ Billing Process
- ❖ Admission Discharge Process
- ❖ Co-ordinating Health Checkup Package
- ❖ Doctor Appointment Scheduling
- ❖ Handling Call Center
- ❖ Floor Co-ordination

STRENGTHS

- ❖ Ability to work in a group
- ❖ Creative and learning attitude
- ❖ Easily adaptable to new environment
- ❖ Self-confident and motivated
- ❖ Able to handle assigned task independently
- ❖ Good typing in qwerty keyboard
- ❖ Multi-tasking
- ❖ Customer Service

HOBBIES

- ❖ Reading
 - ❖ Singing
 - ❖ Dancing
 - ❖ Writing
 - ❖ Listening to Music
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REFERENCES

- ❖ REMYA RAJEEV
PRO - Futureace Hospital
Mobile No: +91 8139883330
- ❖ ANU OOMMEN
OPERATIONS HEAD - Futureace Hospital
Mobile No: +91 8592006500

DECLARATION

I do here by declare all statement in the CV are true, complete and correct to the best of my knowledge and belief.

Place :

Date :

ATHIRA S RAJAN