



NEETHA PILLAI

EXPERIENCE

PATIENT RELATION EXECUTIVE FUTUREACE HOSPITAL 2023-2024 PRESENT

- Customer service
- Registration process
- Admission and discharge process
- Billing process
- IP Advance Follow up
- Managing OPD
- Managing console calls
- Prepare Visa invitation & visa quotation
- FRRO form C & Form B updation
- Co-ordinating Health Check up package
- Daily report generation
- Training given to new staff

OFFICE ADMINISTRATIVE ASSISTANT NUCLEUZ TECHNOLOGIES 2015-2016

- Customer service
- Organize and maintaining raw materials details
- Maintain purchase details and product delivery details
- Maintain staff data
- Updated financial details on daily basis
- Managing console calls
- Training given to new staff

Carrier Objective

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organization goals



+91 9995810424



grneetha87@gmail.com



Ernakulam

LANGUAGE

- English
- Malayalam
- Tamil
- Hindi

SKILLS

- Able to work independently as well as in a team
- Positive outlook while approaching evolving situation
- Customer Service
- Good problem solving skill and quickly find an effective solution
- Good leadership quality
- Active listening and reliability
- Adaptability

EDUCATION

- **Master of Computer Application(2011)**

Saint gits college of Engineering,Kottayam

- **Bsc Mathematics (2008)**

S.N College Chathanoor,Kollam

- **HSE -12th (2005)**

Govt G.H.S.S ,Bhoothakulam,Kollam

- **SSLC- 10th (2003)**

S.N.V.G.H.S ,Paravur,Kollam

REFERENCE

- **Remya Rajeev**

H R Manager

+918139883330

- **Anu Oommen**

Head of Operations

+918592006500

DECLARATION

I do here by declare all statement in the cv are true,complteand correct to the best of myknowledge and belief