



Neethu DS

Dubai, UAE

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ABOUT ME

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

Experience

2024 - 2025

TRAVANCORE MEDICITY MEDICAL COLLEGE

MEDICAL RECORDS DEPARTMENT

- .Ensure accurate, timely, and secure documentation of patient health information.
- Organize, file, retrieve, and archive paper and electronic health records.
- . Input patient information into electronic record systems.
- . Ensure medical records are accurate, up-to-date, and comply with hospital policies and legal requirements.

2023 - 2024

INCA CHEMICALS

PROJECT COORDINATION

- . Tele sales
- . customer relation
- . Assist in the creation and maintenance of project timeless and work plans.
- . Track project deliverables to ensure they are completed on time and within scope.
- . Schedule and facilitate team meetings, record minutes, and follow up on action items.
- . Maintain detailed records of project progress, decision, and updates.

- 2022

VALIYATH INSTITUTE OF MEDICAL SCIENCE

HR DEPARTMENT

- .Act as a point of contact for employee concerns or grievances.
- . Help maintain a positive work environment through communication and support.
- .Respond to employee questions about compensation or benefits.
- . Assist front desk.
- . Assist insurance department.

Education

2022

INTERNATIONAL DIPLOMA IN HOSPITAL ADMINISTRATION

2009

DIPLOMA IN AVIATION HOSPITALITY AND TRAVEL MANAGEMENT

2007

Kerala Board of Higher Secondary Examination

PLUS TWO COMMERCE WITH COMPUTER APPLICATION

Skills

- Excellent project management and organization skills
- Strong analytical and problem solving abilities
- Effective communication and interpersonal skills
- Ability to work collaboratively in a team environment

Languages

- . English
- . Hindi
- . Malayalam