

JAGAN PADATTIL



Objective

To obtain a position as a **Cashier, Receptionist, or Office Assistant** where I can utilize my experiences, skills and be an asset to the company.



PROFESSIONAL EXPERIENCE

BILLING, GUEST RELATIONS RECEPTIONIST (From Apr 2021 – Dec 2023)
@ HEARTS MALABAR CARDIAC CENTER, Tirur, Kerala

Responsibilities:

- Greetings Patients and visitors
- Receiving and verifying patient information.
- Receive and sort incoming payments.
- Answering inquires and scheduling appointments.
- Maintaining patient records and balancing daily transactions.
- Regularly update accounts receivable database
- Performing and address administrative tasks.
- Preparing weekly management reports.
- Maintain computer data files, for general and billing practices.



SUMMARY OF SKILLS

2+Years @ HEARTS MALABAR CARDIAC CENTER.

- Experienced in front-office customer care and billing.
- Awareness of company policy, products and services.
- Accurate, Detail-oriented, efficient and organized.
- Entry level experience in Accounting (Tally)
- In-house work experience in MS Office suits

Contact

(971) 569427785

Jaganpp1999@gmail.com

Muwailah, Sharjah, UAE

Key Skills

Guest/Customer Relations



English and Malayalam



Microsoft Office



Hardworking



Time Management



problem-solving skills





EDUCATION

2019	Bachelor of Arts in Economics (Degree) CALICUT UNIVERSITY, KERALA.
2018	One Year Diploma- Indian and Foreign Accounting. G-TEC EDUCATION, TIRUR, KERALA.
2017	Higher Secondary Examination GOVT. KERALA HSE EXAMINATION



OTHER DETAILS

Visa

Visa Type : Visit
Visa Expiry : 6th Feb 2024
Country of Visit : UAE.

Passport

Passport no : U9079528
Country : India.
Date of Issue : 15/02/2021
Date of Expiry : 14/02/2031
Place of issue : Kozhikode

Personal

Age : 24 Years
Nationality : Indian
Marital Status : Single
Address : Padathil Padi (H)
Mangattiri (Post)
Malappuram.
676105.

DECLARATION

I do hereby declare that the above-mentioned Information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

Jagan PP @ Sharjah, UAE.