

Jijo Joy

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- ♦ **PUSHPAGIRI MEDICAL COLLEGE THIRUVALLA , PATHANAMTHITTA, KERALA** 2022 - 2024
STORE COORDINATOR
 - Efficiently manage and maintain inventory levels of surgical supplies, pharmaceuticals, and implants in the operating theatre store.
 - Surgical, pharmacy billing & Implant billing.
 - Monitoring and updating the google sheet day by day with each cases.
 - Monitor stock levels and replenish supplies as needed to ensure uninterrupted availability for surgical procedures.
 - Process orders for surgical and pharmaceutical supplies, ensuring accuracy and timely delivery to meet the needs of medical staff.
 - Maintain accurate records of stock movements, including receipts, issuances, and returns, using appropriate inventory management software or manual systems.
 - Prepare reports on inventory levels, stock usage, and purchasing trends to support informed decision making by management.

- ♦ **PUSHPAGIRI MEDICAL COLLEGE THIRUVALLA , PATHANAMTHITTA, KERALA** 2019 - 2022
JUNIOR EXECUTIVE INSURANCE
 - Front office management
 - Communication with patients and bystanders in front office
 - Op & Ip insurance credit bill preparation.
 - Uploading all the scanned and digitally signed documents into the concerned companies portal.
 - Verify insurance coverage and eligibility for patients.
 - Communicate with insurance companies, healthcare providers, and patients regarding billing inquiries or disputes.
 - Scanning all the relevant documents needed for claims submission.
 - Maintaining google sheets related to the treatment and discharge of the patients.

Education

Course / Degree	School / University	Year
BACHELOR OF COMMERCE (COMPUTER APPLICATION)	Mahatma Gandhi University	2018
HSE	Kerala Higher Secondary 2015	2015
SSLC	Kerala Board	2013

Additional Certificate

- ♦ Diploma in Professional accounting with SAP (Certified by ASS India) 2018 - 2019

Skills

- SAP
- Microsoft Excel
- Microsoft Word
- Tally

Core Skills

- Effective communication skills and leadership qualities.
- Sales management and operations day-wise.
- Managing and placing new dealers and Sub dealers.
- Highly motivated to work as a team.
- Disciplined, dedicated and hard working with an ability to easily adapt to changing work environments.
- Keen learner with ability to learn and imbibe new knowledge.
- Pleasing personality with all regulars.
- Stock Management and Day wise transaction entry.
- Accounting and billing.
- Excel, ERP, outlook and word handling professionally.
- Flexibility Eagerness to Learn Enthusiasm Positive Attitude and Resilience Leadership Abilities Strong Work Ethic

Languages

- English, Hindi, Malayalam, Tamil

Personal Details

- Date of Birth : 02/06/1997
- Marital Status : Single
- Nationality : India
- Passport No : P1800058
- Date of Expire : 05/12/2026
- Visa Status : Visit Visa
- Date of Expire : 24/10/2024