



# DEEPTHI P



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deepthijayesh1313@gmail.com

## Summary

Hospital receptionist with 6 years of experience, and 1 year in billing and data entry at another hospital. Proficient in-patient coordination, managing appointments, billing processes, and data entry. Seeking better opportunities to leverage my skills in a dynamic environment that offers growth and professional development, while contributing to efficient departmental operations and customer satisfaction.

## Experience

Organization: - **Government General Hospital, Kasaragod, Kerala**

Position: **Receptionist cum Computer Operator**

Date: 2014 to 2015, 2019 to 2020, 2021 to 2024(Contract)

### Responsibility

- Using a computer, medical office software, and other technology to keep information organized and up-to-date
- Greeting patients and their loved ones when they come for appointments
- Answering phone calls and emails from patients
- Maintaining an office schedule for other staff members
- Filing medical records and other documents
- Keeping the front desk or office organized and running smoothly
- Scheduling appointments and follow-ups for patients
- Calling patients to remind them of their appointments

Organization: **Shifa Saadiya Hospital, Kasaragod, Kerala**

Position: **Data Entry Operator cum Receptionist**

Date: 2016 to 2017

### Responsibility

- Scheduling appointments and follow-ups for patients
- Balancing daily cash in hand with closing balance
- Documenting the files
- Birth and Death Registration
- Answering phone calls and emails from patients
- Recording daily transactions
- Documenting

## PERSONAL DATA

Father's Name: Panchaksharan P

Mother's Name: Vasanthi M

Gender: Female

Date of Birth:12-12-1991

Nationality: Indian

Passport No: B9628933

Visa Status: Visiting

Marital Status: Married

## Academic Qualification

2010-2012	Degree B.com Co-operation- Kannur University
2013-2014	Post Graduate Diploma in Computer Application

## Certification

- Post Graduate Diploma in Computer Application
- MS Excel
- MS PowerPoint
- MS Word
- Society for Assistance for Fisherwomen (SAF)

## **LANGUAGE**

- To Speak : Malayalam, English, Hindi, Tamil
- To Write: Malayalam, English, Hindi,

## **ACTIVITIES AND ACHIEVEMENTS**

- Certificate of Appreciation for Humanitarian Service offered on the Covid Pandemic
- Conducted College

## **Declaration**

I solemnly declare that all the information furnished resume is true and correct to the best of my knowledge and belief

Date:

Place:

Deepthi P