

**Shirishacheripally**

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**9398153332 / 9000310638**

To be part of an organization that provides me the opportunity to enhance my knowledge and skills

and thereby contributing to the success and growth of the organization

**Professional Summary**

* Total experience with 10+yrs full life cycle front office executive, Administrative.
* Extensive experience as a self-motivated & result oriented ik with experience in Information Technology for front office solutions,
* Excellent visitors interaction skills with knowledge of the visitor’s requirement’s and customer’s principles.
* Developed and implement front office plans and strategies to meet staffing management.
* Ability to find the desired position for the consultants as per their needs. Having good negotiable
* Skills with the consultants and employers. Ability to find the desired requirements from portals

.**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | Year of Passing | Institute/ University | Percentage | Major / Specialization |
| Bachelor of Commerce | 2009 | Kakatiya University | 50 | Computer Applications |
| Higher Secondary | 2006 | Govtjr college frm Warangal | 60 | C E C |
| High School | 2004 | JyothibalaMandir high school | 70 | All |

**Work Experience**

**Ben Franklin Pvt Ltd 2018june – 2020May**

**Administrative & Front Office Executive**

**Responsibilities :**

* Strong experience in Administrator and Front office Executive.
* Positioning organization in the best way while introducing to clients and consultants.
* Answer phones calls and operating a switchboard (EPABX)
* Receiving Register of out ward & inward courier’s &dispatching to concern department.
* Maintaining the office monthly invoices
* Handling Walk-ins peoples depends on some departments
* Handling vendors and visitors & scheduling and coordinating with the concern department and fixing conference meetings and board meetings.
* Taking responsibility about vendor’s and visitor’s and scheduling and coordinating with the concern department and fixing conference meetings and board meetings
* Relationship management with clients to optimize satisfaction and generate additional business getting requirement from existing and new clients..
* Maintaining the office assistant’s taking the responsibility office works.
* Keeping of all employees requirements records of all approved staff documents
* Maintenance of checklist and housekeeping activates, takingresponsibility of stationary order& any other task related to admin, foe & Accounts assigned from time to time
* Coordinates with related to admin, Hr assigned perform clerical duties in order to maintain office administration.

**Apollo Health Hospital 2016Oct – 2018March**

**Front Office Executive**

**Responsibilities :**

* Strong in front office executive works
* Doing OP billing and IP billing and checking Blood reports and any other department reports also and dispatching to patient’s
* Receiving patients and asking to patient’s regarding what purpose came and scheduling the doctor consultant and doctor appointments to patient
* Managing the front office area, receiving incoming calls and guiding the queries and follow up calls regarding meeting schedule with doctors.
* Supervising reception area and make it clean in proper way.
* Maintaining register visitors reports
* Maintaining in & Out courier register
* Receiving queries through phone/reception phone/through e-mails
* Receiving & guiding Guests & VIP clients for higher authorities.
* Assuring availability of required equipment of the clients in all (Different Specialties)
* Helping in making of standard operating policies.

**Vasan Eye Care Hospital 2014July - 2016Oct**

**Front Office Executive**

**Responsibilities :**

* Strong in front office executive works
* Doing OP billing and IP billing and checking Blood reports and any other department reports also and dispatching to patient’s
* Receiving patients and asking to patient’s regarding what purpose came and scheduling the doctor consultant and doctor appointments to patient
* Managing the front office area, receiving incoming calls and guiding the queries and follow up calls regarding meeting schedule with doctors.
* Receiving patient’s calls and asking to patient’s Doctor’s appointment’s
* Receiving the incoming calls and giving to patient information about our hospital and doctor’s timings.
* Maintaining M R D Record’s department ( Medical Record Department).
* Maintaining Patient’s records, updating records in system and rack.
* Receiving queries through Mobile phone/reception phone/through e-mails

**Lucid Diagnostic center 2012May - 2014Jun**

**Front Office Executive**

**Responsibilities :**

* Strong in front office executive works
* Doing OP registration’s and op billing and checking Blood reports and any other department reports also and dispatching to patient’s
* Receiving patients and asking to patient’s regarding what purpose came and scheduling the doctor consultant and doctor appointments to patient
* Managing the front office area, receiving incoming calls and guiding the queries and follow up calls regarding meeting schedule with doctors.
* Receiving the patient’s and understanding their requirement and booking their appointment with doctor’s.
* First point of contact to visitor or patient’s registrations and doing billing as well.
* Giving to patient’s doctor’s appointment’s
* Receiving the Incoming calls and giving to patient information about our hospital and doctors details also.
* Patient’s records in charging myself maintaining records and updating in systems

**United Health Clinic Pvt, ltd. 2010Sep - 2012Aug**

**Front Office Executive**

**Responsibilities :**

* Strong in front office executive works
* Doing OP billing and IP billing and checking Blood reports and any other department reports also and dispatching to patient’s
* Receiving patients and asking to patient’s regarding what purpose came and scheduling the doctor consultant and doctor appointments to patient
* Managing the front office area, receiving incoming calls and guiding the queries and follow up calls regarding meeting schedule with doctors.
* Receiving the patient’s and asking to patient’s what purpose as came.
* First contact of patient’s registrations and billing as well.
* Giving to Doctor’s appointment’s to patient’s.
* Receiving the Income calls and giving to patient information about our hospital and doctor’s details also

**STRENGTHS:**

* Very good communication and interpersonal skills.
* Quick learning ability.
* Good team working nature.
* Self motivated and hard working nature.
* Positive attitude and innovative approach
* Good communication skill.
* Open to learn new technologies and quick learner.

**PERSONAL SKILLS:**

* Good communication skills.
* Positive thinking
* Self-confidence & learning new thinks early hours
* Hardworking & Efficient in team work

**IT SKILLS:**

* Proficient in MS Office (Office 2009 & Windows operating systems)
* Knowledge on Internet applications and email skills.

**PERSONAL DETAILS**

Father Name : CH. Sammaiah

Mother Name : CH. Sujatha

Sex : Female

Nationality : Indian

Languages Known : English, Telugu, Hindi

Interests : Making Good Friends, Learning New

Things & helping to poor peoples.

Present Address : Hno:10-108/2nd floor, Sharadhamba Nilayam P&T Colony,

Dilsukhnagar.Hyd-5000060.

I hereby declare that the abovementioned information is correct to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Date :**

**Ch. Shirisha**