

Résumé

AMRUTHA K I

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CAREER OBJECTIVE

I am a dynamic, confident Administrative Officer with a few experiences in a college & Business Development Executive (At present) in US Healthcare Company. I have a keen interest in being involved in, and promoting, inclusive banking, education, performing arts, multicultural recognition and maintain a good relationship with all. As I am an innovative & dedicated full-heartily I can do my work without any constraints.

Having experiences in HR, Patient handling, Client handling and Managerial functions.

SUMMARY

- 4+ experience in Office Administration, Client Handling & Business Development.
- Hands on experience in Client mail handling, US Govt sites PECOS, NPPES, Medicaid (only for the states MD, DE, DC), Tally, MS Office.
- Involves in day to day accounts managing, staff managing and admission handling.
- Planning and implementing day to day activities and researching on the outcome.

PROFESSIONAL EXPERIENCE



ACIDUS Management Solutions

US Healthcare

Designation- Senior Business Development
Executive, Client management & Provider
Credentialer

Duration - May 2019 – March 2020



Wave Online Infoway PVT Ltd.

US Healthcare

Designation- Business Development
Executive and Client Service Executive

Duration – 2018 March to 2019 April



Lasya College of Fine Arts

(A Community college of Kannur
University, Pilathara) Designation -
HR and Office Admin

Duration - 2 Year 2 months

ACHIEVEMENTS

- Took initiative to register in NGO portal and successfully done.
 - Govt. of India, Ministry of Culture grants done, result pending.
 - Achieved 'A' Grade in All Kerala Sugam Hindi Exam.
 - Certificates in English at school level (HS & HSS).
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KEY STRENGTH

- * Punctuality
- * Discipline
- * Co-operate with others
- * Hard working
- * Strong oral and written communication ability
- * Self-motivated
- * Positive thinking
- * Confident
- * Good inter personal skill

ACADEMIC QUALIFICATION

- * Presently undergoing MBA (IIBM) specialized in HR & IB. Executive MBA 1st semester with 76% & 2nd semester with 71%. (Waiting for results)
 - * Graduation from Kannur University (DE) in Bachelor of Commerce with C Grade.
 - * Higher Secondary education from Govt. Girls Higher Secondary School, Madayi with 75% marks in 2012.
 - * Secondary Education from Rajah's Higher Secondary School, Nileshtar with 78% marks in the year 2010.
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PERSONAL DETAILS

Date of Birth	: 29/04/1996
Gender	: Female
Marital Status	: Married
Passport	: Z 5935635 (Exp: 31-08-2030)
Languages	: English, Hindi, Malayalam & Tamil

DECLARATION

I hereby declare that all details mentioned above are all correct and through according to my knowledge and belief.



Amrutha.K.I