# \\system4\scan\20230605091505_00001.jpgANJANAMOL V G

Valiyavadakkedom (H) Kurumulloor (p o) Ettumanoor,

Kottayam, India 686632

Ph: 6363778267

kunjataanjana1996@gmail.com

# PROFESSIONAL SUMMARY

Energetic and friendly receptionist with experience providing administrative support and customer service to clients and internal staff. Provides excellent customer service and builds relationships. Assists walk-in clients, schedules client appointments, answers phone lines, and helps clients with questions and issues.

# EDUCATION

## SSLC (10th )

St. Mary's Girls High School Athirumpuzha, Kottayam from March 2011

## Plus Two

Govt. Higher Secondary School Kanakkari (Plus One & Plus Two) Kanakkari, Kottayam from March 2013

## Diploma In Ayurveda Nursing and Panchakarma

Asramam Training Collage Vazhavara Idukki from July 2013 to July 2014

# WORK HISTORY

## December 2013 - November 2018 Sindhoor Ayurvedic Clinic - Banglore, India Designation :- Ayurveda Therapist

* Ayurvedic Medicine Production
* Ayurvedic treatments Training and teaching
* Full knowledge about all the Panchakarma
* Upakarma and Keraleeya traditional Ayurvedic procedures like vamanam, Virechana, Nasyam Raktamokshanam, vasthi etc.

## December 2017 - Current

**Keva Ayurveda Health Care Pvt. Ltd - Bangalore, India Designation:- Front Office Executive**

* Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.
* Requested, reviewed, processed and distributed status reports from various team members to executive management according to established workflow processes.
* Answered phone calls and handled booking
* Assisted co-workers and staff members with special tasks on daily basis.
* Successfully managed all Front Desk operations
* Checked in and checked out the patients ensuring accuracy of patient information as well as completeness of co-pays, charges, and insurance information.
* Offers Suggestions Regarding Treatments and patient Care
* Maintained cash receipts and completed all necessary paperwork to resolve any problems on the balance sheet.
* Maintained front office lobby area.

# SKILLS

* Office Administration
* Scheduling
* Reliable and Punctual
* Excellent Communication Skill and Listening Skill
* Professionalism
* Efficiency

# PERSONAL DETAILS

Date of Birth : 07-03-1996

Gender : Female

Father’s Name : George

Nationality : Indian

Passport No. : W7504595

Religion : Christian

Marital Status : Single

Languages Known : English, Hindi, Malayalam, Kannada, Tamil

# DECLARATION

I hereby declare that the given particulars are true to the best of my knowledge and belief.

Place: Ettumanoor

Date: 11-05-2023 **ANJANAMOL V G**