





**ANU B.P**

**0521793242**

1. 00971-557640408

 anubalakrishnan3442@gmail.com

<https://www.linkedin.com/in/anu-bp-21834b179>

 Al-Rashidiya Dubai

My passion and commitment to serve combined with my comprehensive experience, excellent educational background, strong leadership, communication skill and consistent diligence will be a valuable asset to your firm. Excellent Communication skills Professionalism, Diplomacy, Tactfulness to generate positive company image, time management goal setting for closing sales.

Visa Status : Visit

**Passport Details**

Passport Number : T8153855

Date of Issue : 29-08-2019

Date of expiry : 28-08-2029

Place of issue : Trivandrum

## Highlights

- ☐ With 12 years of experience molded by expertise in building rapport with customer's wellbeing.
- ☐ Proficient with the use of new innovations in Product knowledge
- ☐ Committed to lifelong learning through participating continuous workshops.
- ☐ Strong leadership communication, administrative skills and client acquisition and retention

## Professional Experience

1. Receptionist cum insurance Co-ordinator (November 2019- Still continuing)  
BADR AL SAMAA MEDICAL CENTRE DUBAI
  - Experience in handling reception, customer service, Insurance approvals
  - Medical Insurance claim processing, preauthorisation, reviewing rejections with doctors.
  - Supervision of day to day insurance operations, Provide clerical support for insurance
  - Reference No. Jamshid puthusseri 043535356

## BIOLOGY FACULTY CUM CO ORDINATOR

Trimphant Institute of Management Education

- Employed multiple teaching style to produce adaptive challenging lessons in huge class setting.
  - Through shortcuts and memory tricks help the students to crack NEET.
  - Successfully managed a team and cultivated strong strategies to achieve target
  - Implemented process improvement to increase guest loyalty and customer satisfaction
2. Guest teacher in Govt. Higher Secondary School, Plavoor, 2017-18
    - Teaching in smart board Technology of Teaching tools.
    - Consistently communicated with parents to report student's behavior.
    - Collaborative with staff members in developing school activities.

3. BRIGHT RIDERS SCHOOL, ABUDHABI, UAE

- ☐ 6 months experience as an Assistant Teacher monitoring classes and providing constructive feedback and communicate with parents

4. TRAINED GRADUATE SCIENCE TEACHER

- ☐ Viswadeepthi School Kattakada (2008-2016)
- ☐ Taught curriculum based and students entered science and social studies
- ☐ Collaboratively involved in year and monthly lesson planning
- ☐ Trained classroom assistant teacher, learning support assistant

5. PRE PRIMARY TEACHER

St. Mathews LP School Trivandrum –2005-2007

- ☐ Facilitated meaningful lessons in science.
- ☐ Assisted teachers with the use of ICT.
- ☐ Managed programmes for low performance readers and assist primary leaders during assessment.

6. RECEPIONIST

Mamal Hospital, Kattakada

- ☐ Handled reception datas and administration

**Education and Professional Qualification**

1. Bachelor of Science major in Botany Kerala University Graduated in 2004.
2. A plus grade in Microsoft Office and preparation of slides.
3. Bachelor of Education, Major in Natural Science in 2007-2008.
4. Master of Arts, Major in English 2014-2016.
5. Central Teachers Eligibility Certificate 2011.
6. Kerala Teachers Eligibility Certificate 2018.

**Workshops and Training attended**

7. Educational Technology – K.Y. Benedict, Martheophilus Training College, Nalanchira.
8. Biotechnology Seminar- Kerala State Council For Science Technology.