

# Curriculum Vitae

**ANISHA THERESA ALVA**

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**Visa Status: Tourist Visa (Valid up to: 22<sup>nd</sup> September, 2020)**



## OBJECTIVE

*I aspire to make my career in Corporate sector; where I will be able to demonstrate my abilities to work as a qualified and capable professional. I wish to utilize my attitude, skills and knowledge in developing my career for both my personal and professional development along with the organization objective.*

## PROFESSIONAL EXPERIENCE

- ▶ Worked as Front Office Executive/Admin for NMC Specialty Hospital in Abu Dhabi from 12<sup>th</sup> April, 2018 to 11<sup>th</sup> April, 2020.

*Responsibilities:*

- Greeting patients/guests as they enter and exit the clinic.
- Registering & processing patients' accounts.
- Providing information regarding the Clinic & Services provided.
- Expect and react promptly to patients' requirements and enquiries.
- Checking the approvals from patients' insurance card provider for major procedures.
- Ensuring to provide flawless upscale, professional and excellent customer service to patients as per the hospital's standards.
- Providing patients with billing details, collecting payments, generating bills, enabling smooth billing and regular accounts generation.
- Handling the cash float.
- Updating & Maintaining Soft copy of Various Documents.
- Handling patients' complaints and concerns in an efficient and timely manner.
- Coordinating and multi-tasking job duties in busy environment.
- Being cross-trained in all functions of the Front office department.

- ▶ Worked as Junior Advocate in M.R.H. Law Associates, Udupi for a period of 6 Months starting from 20<sup>th</sup> August, 2017 till 20<sup>th</sup> February, 2018.

*Responsibilities:*

- Handling Civil & Criminal Cases in District Court.
- Drafting of Deeds & Agreements.
- Processing the Client Notices.

## EDUCATIONAL QUALIFICATION

- ▶ Bachelor Degree: B.A., L.L.B. (Bachelor of Arts, Bachelor of Legislative Law)

- University : Karnataka State Law University
- Year of Passing : 2017
- College Name : Vaikunta Baliga College of Law, Udupi Dist.

## AREA OF INTEREST

- ▶ Corporate Sector
- ▶ Legal Services

## COMPUTER SKILLS

- ▶ MS Office
- ▶ ERP Applications

## ATTRIBUTES

- ▶ Good in Communication
- ▶ Leadership skills
- ▶ Willingness to learn
- ▶ Multitasking & Working under pressure
- ▶ Positive Thinking
- ▶ Courageous and professional

## HOBBIES

- ▶ Dancing, Acting, Reading Books.

## PERSONAL DETAILS

Permanent Address : "Anugraha", Near Co-operative Society, Shirva-574116,  
Udupi Dist. and Taluk, Karnataka, India.

Father's Name : Alphonse Alva

Nationality : Indian

Date of Birth : 12/07/1994

Gender : Female

Religion : Roman Catholic

Marital Status : Married

Language Known : English, Hindi, kannada, Konkani, Tulu.

## PASSPORT DETAILS

Passport No. : R1207552

Date of Issue : 20-05-2017

Date of Expiry : 19-05-2027

Place of Issue : BENGALURU

## DECLARATION

I hereby certify that the above information is true and correct according to the best of my knowledge & My Experience.

Date : 02-07-2020  
Place : Abu Dhabi

  
Anisha Alva