



Anjana R

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Nationality - India

DOB - 14/09/1996

Gender - Female

Marital Status- Married

To work with an organization that provides me an opportunity to learn, grow and explore my potentials and to excel in the area of my purview so as to help the organization in the accomplishments of its goal.

AREA OF EXPERTISE

Customer Service

Communication

Time management

Team Work

Problem Solving

WORK EXPERIENCE

2022 - Administrator/ Front desk Receptionist

2023 Talat Medical Centre, Abu Dhabi, UAE

Achievements/ Tasks

- Greet and assist patients, families, and visitors as they enter the hospital.
- Provide information about hospital services, facilities, and procedures.
- Proper registration of each patient.
- Documentation, filing, billing and managing different clinics.
- Dealing with Insurance work.

2020 - Guest Relation Officer

2021 Phoenix Hospital, Abu Dhabi, UAE

Achievements/ Tasks

- Maintain a welcoming and comfortable environment in the hospital.
- Address and resolve complaints or concerns efficiently and courteously.
- Facilitate clear communication between patients, visitors, and hospital staff.
- Coordinate with various departments to ensure smooth operations and patient satisfaction.
- Assist with patient admissions and discharges.
- Dealing with Insurance work and billing.
- Collect feedback from patients and visitors.

2024 - Mathematics Teacher

2025 Kristhujyothy International School, Kerala, India

Achievements/ Tasks

- Created a safe and nurturing learning environment for students.
- Developed a student-centered classroom management system.

Mathematics Tutor (Offline & Online) - INDIA & UAE

ACCOMPLISHMENTS

- College Volunteer of National Service Scheme.

EDUCATION

Bachelor of Education (CGPA- 9.49/10)

- Sree Narayana College of Education, Muvattupuzha
- M G University, Kerala, India
- 2022-2024

MSc Mathematics (CGPA- 3.26/4)

- Deva Matha college, Kuravilangadu
- MG University, Kerala, India
- 2017-2019

Diploma in Computer Application (80%)

- Rutronix, Kerala State, India
- 2017

BSc Mathematics (CGPA- 9.20/10)

- St.Georges college, Aruvithura
- MG University, Kerala,India
- 2014-2017

LANGUAGES

Malayalam
Native

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

DECLARATION

The information stated above is true to the best of my knowledge and belief.