



AKSA REJI

CONTACT

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aksareji66@gmail.com

Sharjah, UAE

ACADEMIC CREDENTIALS

MBA (HR & FINANCE) | 69% | 2020

- Calicut University

B. Com (COMPUTER APPLICATION) | 82% | 2018

Mahatma Gandhi University

HIGHER SECONDARY | 86% | 2015

- Board of Higher Secondary Examination, Kerala, India

SSLC | 75% | 2013

- Board of Public Examination, Kerala, India

ACHIEVEMENTS

- Obtained the ASAP (Accounts Executive) Certificate.
- Took part in a Management Meet at EASA College, Coimbatore.
- Attended a Management Meet at SMS College, Palakkad.
- Participated in a National Seminar at AJK College of Arts & Science.

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

Basic Operation ★ ★ ★ ★ ★

PROFILE SUMMARY

Experienced professional with a diverse background spanning healthcare administration and sales. Possesses a strong track record in patient care, customer service, and sales management. Skilled in fostering positive relationships with clients and colleagues. Holds an MBA in HR & Finance, bringing analytical and strategic capabilities to drive organizational success. Seeking opportunities to leverage expertise and contribute to a dynamic team environment.

KEY SKILLS

Team Work

Work Ethic

Dedication

Leadership Quality

Decision-making

Interpersonal skills

Multi-Tasking

Problem Solving Ability

Hardworking

Active Listening

Honesty

EMPLOYMENT CHRONICLE

PATIENTS CARE EXECUTIVE | 01 Oct 2022 – 30 April 2024

BELIEVERS CHURCH MEDICAL COLLEGE HOSPITAL, THIRUVALLA, KERALA, INDIA

Department: Emergency Department

KEY RESPONSIBILITIES

- Establishing new registrations while managing existing patient files.
- Liaising and communicating effectively with patients' relatives.
- Conducting hourly rounds in treatment areas to ensure patient care standards.
- Providing guidance and direction to patients' relatives as needed.
- Coordinating ICU bed arrangements in alternate healthcare facilities.
- Facilitating admissions and collecting necessary advances.
- Managing room bookings for patients' accommodation.
- Handling discharge bills, including those for inpatients and outpatients, as well as ECHS bills.
- Organizing ambulance services and processing payments accordingly.
- Maintaining detailed records of ambulance services, police intimation, and wound certificates.
- Creating and updating Excel sheets for daily activities and tasks.
- Ensuring timely follow-up for patients who Leave Against Medical Advice (LAMA).
- Collecting feedback from patients and entering it into the system.
- Managing the mailing of reports and insurance-related correspondence.

SALES EXECUTIVE | 01 Apr 2021 – 30 Apr 2022

SUNRISE SUPERMARKET VADASERIKKARA, KERALA, INDIA

KEY RESPONSIBILITIES

- Bills were meticulously taken and documented.
- A strong rapport was consistently nurtured with both customers

PROJECTS

B. Com Project

- Conducting a study on employee satisfaction within commercial banks, focusing on Ranni Taluk.

MBA Project

- Analyzing employee job satisfaction within Believers Church Medical College Hospital, Thiruvalla.

LANGUAGES KNOWN

English	<div><div></div></div> 80 %
Malayalam	<div><div></div></div> 100 %
Hindi	<div><div></div></div> 50 %

PASSPORT DETAILS

Passport Number	: WO260933
Date of Expiry	: 30-05-2032
Place of Issue	: Trivandrum

INTERESTS

		
Songs	Travelling	Cooking

REFERENCE

- Mr. Philip Mathew (Supervisor)
Believers Church Medical college
Hospital, Thiruvalla, Kerala,
India
Mob: +91 9074020570

- Daily assessments were made to determine the profit and loss status.
- Cash handling and management were conducted efficiently.
- Records were diligently kept and maintained to ensure smooth operations.

INTERNSHIP

- Completed a one-month internship at Believers Church Medical College Hospital, Thiruvalla, within the HR department.
- Also underwent a one-month internship at Tallin Tax Solution, Pathanamthitta.

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 08-10-1997
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Vazhayil Valliparambil (H) Kuzhikkala P. O, Pin; 689644 Pathanamthitta, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

AKSA REJI