

# RESUME

**FEBA PHILIPHOSE**



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Abu Dhabi UAE

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## **OBJECTIVE:-**

I challenging opportunities where I can fully use my success of the organization and career growth in medical coding, receptionist, sales executive

**SKILLS:** - *Insta Hospital management system, MS Excel, Sales, Medical coding.*

**EDUCATION:** *2012> Diploma in Computer*

*DON BOSCO TECHNICAL OKHLA DELHI,*

*2010> VHSE (PLUS TWO)*

*VOCATIONAL HIGHER SECONDARY SCHOOL CHENGANNUR*

*2008> HIGH School*

*BALIKAMATTOM HSS. THIRUMOOLAPURAM THIRUVALLA*

## **EXPERIENCE:** -

- Working in **LIFENITY INTERNATIONAL CLINICAL LABORATORY LLC ABU DHABI** as **RECEPTIONIST cum ACCOUNTANT** since OCT-2023 present.

**RECEPTIONIST cum CASHIER APPOLO MEDICAL CENTER, AU DHABI** since year 2021-to 2023. Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts. Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries. Assisting patients with completing necessary forms and documentation Verifying and coding of the diagnosis, evaluation and management, procedures or other codes required for the. Completeness and accuracy of the record track and manage patient cash flows, credit, and insurance payments, patient booking and in- clinic coordination.

# RESUME

**2019-2020.**

## **SALES EXECUTIVE AND CUSTOMER CARE**

TIME GEAR TITAN Aluva Kochi

Answering queries, offering advice and introducing new product. Demonstrating and presenting products.

**2019-2019**

## **SALES EXECUTIVE**

BLACKBERRY'S VYTTILE, KOCHI

Answering queries, offering advice and introducing new product. Demonstrating and presenting product.

**2019-2019**

## **TRAVEL COUNSULTANT**

TAJBAE ABU DHABI

Determining clients' needs and suggesting suitable travel packages.

Research various destinations and means of travel regarding prices customs, weather conditions, reviews etc.

**2015-2018**

## **BEAUTY ADVISER**

SKINN BY TITAN Kochi

Achieve retail sales goals by providing superior fragrance service to clients. Develop the client relationship to build repeat sales and brand loyalty.

**2015-2016**

## **CUSTOMER SERVICE ASSOCIATE**

AFFAIR COMMUNICATION (AIRTEL) Kochi

Attracts potential customer by answering product and services.

Maintain high customer satisfaction advertised new promotions.

**2012-2014**

## **CUSTOMER SERVICE EXECUTIVE**

FIRST SOURCE SOLUTIONS LMD.KOCHI

Answer telephones and give information to caller, take messages, or transfer calls to appropriate individual. Manage customer relation and customer service through daily communication and interaction, inform customer about special promotion and provide detailed information for various products.

# RESUME

## PERSONAL STRENGTH:-

*Commitment and loyal*

*Self-confident*

*Flexible*

*Honest*

## PERSONAL DETAILS:-

*Name: FEBA PHILIPHOSE*

*Date of Birth: 31<sup>st</sup> October 1992*

*Nationality: Indian*

*Language Known: English, Hindi, Malayalam*

*Gender: Female*

*Place: Abu Dhabi*

## **DECLARATION**

*I hereby declare that all the particulars given above are true to the best of my knowledge.*

**FEBA PHILIPHOSE**