

CONTACT

FEBA PHILIPHOSE

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📍 ABUDHABI UAE



OBJECTIVE

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

EXPERIENCE

2021 -

- **RECEPTIONIST CUM CASHIER (MEDICAL CODING)**

APOLLO MEDICAL CENTER , Abu dhabi

- 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

2019 - 2020

- **SALES EXCUTIVE AND CUSTOMER CARE**

TIME GEAR TITAN Aluva kochi

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

2019 - 2019

- **SALES EXCUTIVE**

BLACKBERRY'S Vyttila, Kochi

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

2019 - 2019

- **TRAVEL COUNSULTANT**

TAJBAE Abudhabi

- 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 brands loyalty.

2015 - 2016

- **CUSTOMER SERVICE ASSOCIATE**

AFFAIR COMMUNICATION (AIRTEL) Kochi

- Attracts potential customer by answering products and services.
- Maintain high customer satisfaction advertised new promotions.

2012 - 2014

- **CUSTOMER CARE EXECUTIVE**

FIRST SOURCE SOLUTIONS Ltd. Kochi

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individual
- Managed customer relations and customer service through daily communication and interaction
- Informed customer about special promotion and provide detailed information for various products

EDUCATION

2012

- **Diploma in computer**

DON BOSCO TECHNICAL INSTITUTE OKHALA NEW DELHI
50%

2010

- **VHSE (PLUS TWO)**

VOCATIONAL HIGHER SECONDARY SCHOOL CHENGANNUR
60

2008

- **HIGH SCHOOL**

BALIKAMATTOM HSS. THIRUMOOLAPURAM THIRUVALLA
65

SKILLS

- Insta hospital management system, Ms Excel, Sales, Medical coding

LANGUAGES

- English , Hindi , Malayalam

PERSONAL DETAILS

- Date of Birth : 31/10/1992
- Marital Status : Married
- Nationality : INDIAN
- Religion : Christian
- Gender : Female
- Place : Abu dhabi

PERSONAL STRENGTH

- - Commitment and loyal
 - Self confident

- Flexible

Honest

DECLARATION

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

FEBA PHILIPHOSE