

Curriculum Vitae

JASNA MUHAMMAD RASHID

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Career Objectives

To seek a challenging assignment and responsibility that will allow me to utilize my skills and to help in developing a business that will provide a stable employment opportunity.

Strength

- Excellent communication skill.
- Ability to work under pressure.
- Enthusiastic & positive thinking.
- Hard working and eager to learn.

Work Experience

Position: Admin & Front office Executive- Amana Hospital Kuttiadi- Kerala

Year: Sep 2021 to Mar 2022

Duties responsibilities - Admin & Front office Executive

- Greet and attend to patients in person and over the phone.
- Professionally assist doctors, staff, visitors, and patients
- Schedule appointments between doctors and patients
- Adhere to policy and procedures during all activities.
- Assist with admissions/treatment as per agreed protocols
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- Billing and maintaining of Daily financial reports to accounts.
- Daily Closure of Transactions, Pharmacy lab and doctors etc.

Education Attainment

- Master Degree of Commerce in Finance –Mahatma Gandhi University –Kerala (Sep-2015)
- Bachelor of commerce in Finance and Accounting -University of Calicut –Kerala (April.2011)
- Higher secondary certificate commerce –Kerala school Board–(Mar-2008)
- Secondary school Completed –Kerala school board- (Mar.2005)

Training & Courses

- CERTIFICATE PROGRAMME IN HOSPITAL ADMINISTRATION –International School of Skill Development- Cochin (Mar.2021)
- First class Diploma in Computerized financial management –C-DIT Kerala (May.2010).
- Completed Tally Accounting Course with A Grade from Tax Study centre-Kottarakara-Kerala (Nov.2011)

Other Skills

- Excellent knowledge in MS Excel and Ms Word.
- English, Hindi& Malayalam (Verbal and Writing)
- Excellent knowledge of Tally ERP Software.
- Strong typing skills.

Hobbies

- Cooking

Personal Details

- Date of Birth :17 Sep 1990
- Marital Status :Married
- Visa Status :Husband visa

Declaration:

I hereby declare that the above furnished information's are true and best of my knowledge and behalf.

Jasna Muhammad Rashid.