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SUVARNA V



OBJECTIVE

To secure a responsible career opportunity, where I can fully utilize my training, human resource and management skills, while making a significant contribution to the success of my employer.

SKILLS

Microsoft Office
Customer Handling
Communication
Creativity
Time Management
Public Speaking
Teamwork

EXPERIENCE

SP Fort Hospital, Trivandrum

13-08-2022 – On-Going

Patient Care Councillor

- Provides comprehensive care to patients by developing, monitoring and evaluating each specific case.
- Responsible for receiving and admitting patients and ensuring that the care for the patients is well coordinated with nursing staff.
- Answer patients call, E-mails and questions, including finding insurance estimates.
- Schedule patients visit and answer pre-visit questions, including about billing.

Guest Relation Executive (GRE)

3 Months

- Handle inpatients enquiries and complaints.
- Particularly take care of VIP Patients at OPD.

EDUCATION

University of Madras (Distance Education)

Masters of Cyber Forensic and Information Security

Grades: On-going

Jain Deemed to be University Kochi

Passing Year - 2022

Bachelor of Forensic Science (Hons)

Grades: 80%

Karthikathirunal Govt V&HSS for girls, Mancaud (STATE)

Passing Year - 2018

Grade XII

Grades: 86%

St Mary's Higher Secondary School, Pattom (STATE)

Passing Year - 2016

Grade X

Grades: 97%