**RESUME**

Rachael Williams

7-3-248/45 Audaiah nagar

Behind Islamia high school

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| --- | --- |
| **Objective**  **Academic Details**  **Field of Interest**  **Technical Skills**  **Strengths**  **Hobbies**  **Work Experience** | To gain long term employment with a company that is on or looking to be on the cutting edge, a company that puts value on people and the products they are promoting. Honest and ethical, I am looking to call this company my family.  **GOVERNMENT DEGREE COLLEGE FOR WOMEN** BACHELOR OF ARTS, 70%, 2008  Front office executive  MS OFFICE  BASIC INTERNET  Adaptability  Solving problems  Good Communication  Reading news papers  Playing shuttle  **SECUNDERABAD WOMEN'S HOSPITAL AND INFERTILITY CENTRE** FRONT OFFICE EXECUTIVE , Apr 2010 - Mar 2020  **Role :** HANDLING APPOINTMENTS  GIVING APPOINTMENTS TO PATIENTS  OP AND IP BILLING  GIVING SCAN APPOINTMENTS  ANSWERING THE QUERIES OF PATIENTS  SENDING AND RECEIVING MAILS  MAINTAIN PATIENTS RECORDS  ADMINISTRATION WORK |

**PERSONAL INFORMATION**:

Name : Rachael William

Husband’s Name : A.J. William

Date of Birth : 21-08-1985

Gender : Female

Nationality : Indian

Religion : Christian (Catholic)

Marital Status : Married

**Languages KNOWN:** English, Hindi, Telugu & Tamil

**DECLARATION:**

I hereby declare that all the above statements are true, complete and correct to the best of my knowledge and belief.

Place:

Date: **(RACHAEL WILLIAM)**