

## **Resume**

**B.V.RAMESH**

**Mob: (+91) 9962907482**

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### **OBJECTIVES**

Well organized hospitality professional actively seeking an opportunity to join a dynamic and dedicated team to aid in achieving the corporate mission to be the pre-eminent organization.

### **PROFESSIONAL SKILLS**

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- Performed Purging Activities in Oracle 9i database.
- Developed database objects including tables, Indexes, views, sequences, packages, triggers and procedures.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Ability to interact with all sorts of people from different walks of life and varied cultural origins.
- Communicated with patients to ascertain their needs for financial assistance, social and emotional support.
- Participated in data collection, planning, and implementation of patient care/treatment plans as directed.
- Screened, monitored and directed phone calls and e-mails
- Planned weekly departmental meetings among staff
- Understand the importance of dealing with confidential information.
- Managed incoming phone calls and resolved patient inquiries and referred calls to appropriate departments
- Reduced patient billing concerns, assisted with charity applications.
- Scheduled and confirmed patient appointments
- Prepared new patient charts neatly and accurately
- Scheduled and rescheduled appointments in person and via phone.
- Scheduled appointments and referrals from other medical offices.
- Completed daily reminder calls to patients regarding upcoming appointment.

### **PROFESSIONAL EXPERIENCE**

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- Working in Paras Hospital, Gurugram as a Front Desk and Coordinator in Gynaecology Department from December 2019 to March 2020.
- Worked in Fortis Memorial Research Institute as Patient care and Department Coordinator in CTVS for Pediatrics from October 2018 to November 2019
- Worked with Lasersoft Infosystems Ltd (**Polaris Software Lab**) as Software Engg Since February 2007 to September 2017

### **EDUCATIONAL QUALIFICATION:**

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- Postgraduate in Master of Commerce from DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTYS HINDU COLLEGE, PATTABIRAM, CHENNAI, UNIVERSITY OF CHENNAI.

- Under Graduate Completed in 2004 in Bachelor of Business Administration from Indian Harvard Arts And Science College, Pallikaranai, Chennai , University Of Chennai.

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**SOFTWARE SKILLS SET:**

- **PROGRAMMING LANGUAGES** : TALLY 9.0, VISUAL BASIC, COBOL AND C
- **DATABASE LANGUAGES** : ORACLE
- **OPERATING SYSTEMS** : WINDOWS 9X/2000/XP/VISTA AND MS-DOS.

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**EXTRA CURRICULAR ACTIVITIES:**

- ◆ Typewriting in English and Tamil Senior grade.
- ◆ Excellent verbal and written Communication skills
- ◆ Ability to deal with people diplomatically
- ◆ Willingness to learn team facilitator's hard worker

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**PERSONAL PROFILE:**

**Name** : B.V.Ramesh  
**Date of birth** : 7th April 1982  
**FATHER'S NAME** : B. A. Venkatesalu  
**Marital Status** : Single  
**Nationality** : Indian  
**Languages** : Tamil,Telugu,Hindi and English  
**Current Address** : 57, 2, I, Cee Dee Yes Chennaipattinam  
Ammapettai, Thiruporur, chennai - 603108  
  
**Permanent Address** : 5/35 1<sup>st</sup> Street,  
Sivananda Nagar,  
Ambatur, Chennai - 53

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**DECLARATION:**

I hereby declare that the information furnished above are true and correct to the best of my knowledge.

**DATE:**

**PLACE:**

**(B.V.RAMESH)**