



BAISY ANNA CHERIAN

Front Office Exicutive

+971 56 540 8702

+91 9605 892 336

baesy0001@gmail.com

Seeking a job as a Receptionist & Office clerk .Where i can execute it with all the resposibilities to the very best of my ability with a desire to grow along with a progressive organization

CONTACT ME

+971 56 540 8702

baesy0001@gmail.com

Husband Name: Jubeesh Khan

Date of Birth : 29.10.1989

Gender : Female

Nationality : Indian

Marital Status : Married

Religion : Christian

Speech Style : English, Hindi
Malayalam

Passport No :V5717854

Date of Issue : 24/12/2021

Date of Expiry: 23/12/2031

Place of Issue : Cochin

WORKING EXPERIENCE

**Worked As A Receptionist In Tirupati Clinic- Mumbai
From March 2011 to August 2013**

- 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.
- Maintains patient accounts by obtaining, recording and updating personal and financial information.

**5 Years Experience as Team Leader in Sreenandhini Associates,
Thiruvalla, Kerala**

- Manage the operation and admin
- Lead and motivate the team.
- Manage performance and solve problems.

**Presently Working as a Customer Care Executive In
VI Mini Store, Kerala From March 2019- till date**

- Greet clients and set positive atmosphere
- Resolving customer complaints
- working towards monthly targets
- Overseeing the customer service process
- Knowledge of CRM systems.
- Maintains a clean work environment

ACADEMIC QUALIFICATION

B.Sc. Botany MG University

Plus Two HSE, Govt. of Kerala

S.S.L.C Board of Secondary Education, Govt of Kerala

TECHNICAL QUALIFICATION

TALLY

M.S.OFFICE