**BLESSY K SAILAS**

Kottarathilkottayil House,

Panickankudy P O,

Idukki, 685571,

Kerala.

**blessyksailas@gmail.com**, +919645394694

**CAREER OBJECTIVE**

To build up a career in which I can utilize my strength in the form which is beneficial for the organization and me.

**EDUCATIONAL QUALIFICATION**

**MBA (HR & Marketing):** –Indian Institute of Management Studies, Cochin affiliated to Mahatma Gandhi University, Kottayam, Kerala.

**BA:** -Kuriakose Elias College, Mannanam, Kottayam affiliated to Mahatma Gandhi University, Kottayam, Kerala.

**Plus Two:** -Government Higher Secondary School, Vellathooval–Board of Higher Secondary Examination, Kerala

**S S L C:** – St. George’s High School, Parathodu – Board of Public Examination, Kerala.

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF ORGANIZATION** | **DESIGNATION** | **DEPARTMENT** | **DURATION OF WORK** |
| **HDFC Bank**, Thrikkakara, Cochin. | Sales officer. | Direct Sales, Liabilities. | 1st June 2011 – 29th December 2011 |
| **AMMA** Centre for Diagnosis & Preventive Medicine Pvt. Ltd, (**AMMA SCANS**). Panampilly Nagar, Cochin. | Receptionist | Front Desk Managements. | 17th June 2013 –30th September 2015 |
| **KIMS Hospital,** Pathadipalam, Cochin | Executive | Guest and Patient Relations | 16th December 2015 – 25th August 2016 |

**ROLE AND RESPONSIBILITIES**

* Tele calling and open SB/CA
* Collecting leads and call them to introduce HDFC’s accounts details
* Follow up interested customers to open accounts
* Taking appointments and give details about bank policy’s
* Collect filled forms with all documents and give to the ABM.
* Managed Reception area, greeting visitors and responding to telephone.
* Handle all public relation enquiries.
* Served as central point of contact for all patients and others to access the Clinic.
* Update registers like PNDT, Stock, Dispatch and Daily cash Record, Visitors Diary, Patients Contact Details etc.
* Give booking for scanning, consultation and other procedures.
* Update spread sheet of patient list in booking order.
* Note patients name and type of scan to daily book.
* Check reports before it gives to the patients and collect payments.
* File prescriptions and PNDT forms.
* File leave applications and make leave form every month end.
* File bill copies, license receipts, service records etc.
* Inform Doctors about consultations and assist them on their OP.
* Inform patients about their test results.
* Receive and replied for mails and inform admin.
* Inform manager daily patient numbers and total of every month.
* Being contact with all staff and co-ordinate all things with time.
* Make a contact with all other branches.
* Forward SMS to Doctors to inform their duty schedule.
* Inform drivers about their duty.
* Check stock for monthly purchase and give it to all braches.
* Give list to print bill book and vouchers of all braches.
* Make sure about the stock of Report paper and report cover and give quotation to print it on time. Count printed material to confirm its quantity and signing bill to approve it by the ED.
* Make sure about all electrical equipments are worked properly, if any assistance inform managers and call for service.
* Make sure that all machines and UPS are off before closing.
* Dealing with patients
* Give appointments slips and all types of OP billing.
* Guide patients to OPD
* Assist VIPs
* If any problem for any patient inform to manager or PRO.
* Giving appointments
* Passing information by note it on information registers and checks it out daily to get update in system or any queries.
* Check stock and inform coordinator to indent the items.
* Give cash and swiping slips to accounts

**STRENGTH**

Self confidence

Energetic and self-motivated

Communication skill

**LANGUAGES KNOWN**

To Speak: English, Malayalam

To Read: English, Malayalam

To Write: English, Malayalam

**PERSONAL DATA**

Name : Blessy K Sailas

Age & DOB : 28, 03/02/1988

Name of father : K G Sailas

Name of mother : Saramma Sailas

Sex : Female

Marital Status : Single

Religion : Christian

Nationality : Indian

**PERSONAL INTERESTS**

Reading

Hearing music

Travelling

**PASSPORT DETAILS**

Passport number: J0462847

Place issue: Cochin

Date of issue: 20/10/2010

Date of expiry: 19/10/2020

**DECLERATION**

I hereby declare that all the statements mentioned above are true and correct at the best of my knowledge and belief.

**REFERENCE**

1. Mr. Arun P S

Admin Manager

AMMA, Centre for Diagnosis and Preventive Medicine Pvt Ltd.

Panampilly Nagar

Ernakulum.

Ph: 9847974705

E-mail: arunpsamma@gmail.com

1. Mrs. Seema Krishnendhu

Manager – Guest and Patient Relations

KIMS Hospital

Pathadipalam

Ph: 8592828936

 **BLESSY K SAILAS**

Date : 03/10/2016

Place : New Delhi.