

RAMACHANDRUNI NAGASAILAJA

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Address: House NO:11-5-106, Road No:15, Saroornagar , Venkateshwara colony, Opposite To
Primary HealthCare Center, Hyderabad-500035.

CAREER OBJECTIVE:

I would like to be the member of your esteemed organization to make use of my skills to handle challenging assignments globally competitive environment.

EDUCATIONAL QUALIFICATION:

Qualification	College /University	Year	Score card
M.B.A(FINANCE)	Holly Mother P.G Collage	2019-2021	A(Grade)
B. Com (COMPUTERS)	Ideal degree College For Women	2015-2018	1092/1900(MARKS)
Intermediate (CEC)	Ideal Junior College	2013-2015	675/1000(MARKS)
High School	Lotus Lap Public School	2013	8.0/10(CGPA)

TECHNICAL SKILLS

- MS Excel
- MS Word
- MS Power point

PERSONAL QUALITIES

- Enthusiastic learner
- Flexible and adaptable to changes
- Enjoy working with people and build strong relationships easily
- Very much determined to work

HOBBIES:

Listening to music, Watching western sitcoms, Travelling

Work Experience:

1. Worked as a patient relation executive in Yashoda Healthcare Services Private Limited from January 2019 to June 2020.

Job Responsibilities:

- Coordinator between hospital and patient/attendants.
- Taking care of patient complaints and informing to the concern department for immediate rectification.
- Coordinate for billing/insurance queries.
- Collection of lab and radiology reports.

- Panel consultant referral information.
- Ambulance arrangement for patient investigation and discharge as well.
- Seeking credit approvals and information to patient attendant.
- Maintain rapport with doctors and nursing for smooth functioning of patient service.
- Possession of confidential, follow the organisation policies and procedures.
- Maintain TAT time as per quality guidance.

2. Worked as a OP Executive in Endo Rheuma Care from January 2021 to March 2021.

PERSONAL PROFILE

Date of birth	: 07-05-1998
Father's Name	: R. HariGopal
Gender	: Female
Nationality	: Indian
Languages known	: English, Hindi, Telugu

Date:

(R. NAGASAILAJA)