

CURRICULUM VITAE



Name : GANESH BODDUPELLY
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Objectives:

Seeking the challenging role with an organization of high repute where I can get the opportunity to learn and grow. I am looking for a platform where I can positively contribute towards taking the company on the next level with my diligence, integrity and expertise.

Experience:

**Customer Relationship Officer @ Prime Care Clinic Mussalla Tower , Burdubai ,
from Dec2018 to Till Date :-**

- Greeted and attend patients as they came in for appointments and notified medical staff when they arrived so patients would not be kept waiting long.
- Maintain Confidentiality of all Doctor, staff and patient information and adhere to policy and procedures during the all activities.
- Validation of Insurance card according to the network list & registered insurance companies and checking eligibilities
- Scheduled appointments on between doctor and patients on daily basis and managed the calendars of eight different Departments at a large Organized Clinic. (Using INSTA Clinic and patient Management Software).
- Answered the phone pleasantly and directed phone calls to different departments, including scheduling, billing, and the nurse's station
- Maintain Business inventory such as checking supplies , Scheduling Equipment and maintenance repairs
- Complete Accurate Documentation of patient's visits and earlier consulting history.

Receptionist / Office assistant with Al Masah capital LTD, (DIFC, Shaikzayed road , Dubai) from May 2013 to Nov 2018

- Responsible for answering & screening telephone calls & face to face enquiries and Dealing with incoming emails, faxes and posts.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system open, sort and distribute incoming correspondence.

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- Perform data entry and scan documents , run company's errands to post office and office supply store
- Maintain office supplies /Stationery for department. Conducting customer surveys, per departments checklist and questionnaire)
- Arrange meetings and schedule events , Maintain internal databases , Maintain a filing system for data on customers and external partners

**Office assistant / Messenger in Zenith Systems @ India / Hyderabad
as from Aug 2011 to March 2013.**

Education:-

- Intermediate from Board of Intermediate Education, A.P, India.
- S.S.C. Board of Secondary School Education, A.P, India.

IT Skills :-

- MS Office ,
- Out Look
- Insta Hospital management system

Languages:

- English, Hindi and Telugu

Personal Details:

Full Name	:	Ganesh Boddupelly
Father's Name	:	DubbaiahBoddupelly
Date of Birth	:	27-04-1993
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Hindu
Visa Status	:	Employment visa

I hereby declare that the above furnished information and particular Are true to the best of my knowledge & belief also I hope all this experience can stand me in good stead and hope
To hear from you at the earliest.

Thanking you.

Yours sincerely,

GANESH BODDUPELLY