

DHANYA R



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Gudalur The Nilgiri



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ABOUT ME

"Motivated non-medical hospital staff with strong communication and multitasking skills. Experienced in patient coordination, telecalling, and documentation. Committed to providing supportive services that enhance patient satisfaction and hospital efficiency."

EDUCATION

2018-2020

fathima girls higher secondary school gudalur the nilgiri
SCIENCE

2020-2023

Bharathiyar university

Government arts and science college gudalur the nilgiri
BA. English literature

EXPERIENCE

2023 -

Airtel office- near Hopes college
Customer service- Telcaller

SKILLS

Language

Tamil
English
malayalam

Basic skills

Communication
Time management
Team work
First aid
Ms Word, Ms Exel

Multi tasking

Listening
Typing
Responding
Reporting

DECLARATION

"I declare that the details given above are correct and complete, and I take full responsibility for their accuracy."