

RESUME

N.Vaishnavi

HNO: 74-7-4

J.D Nagar 2nd road, Autonagar gate

Patamata,

Vijayawada

520010

E Mail: vaishnavinadakuditi7673@gamil.com

Andhra Pradesh, India.

Cell No: 7673998134

CAREER OBJECTIVE

I am a well Experienced in the corporate culture, always ready to take on the world and accept challenger, utilizing my communications skills, smart working ability, fresh thoughts and assertive behavior, to benefit the organization and contribute substantially to its development.

ACADEMIC QUALIFICATIONS

Qualification	Name Of The Institute	University	Year of passing	Grades
B.Sc	Sahithi Women's Degree College, Karimnagar	Satavahana University	2024	75%
Intermediate	Narendra Corporate Junior College , Metpally.	State Board	2021	83%
SSC	Brooklyn Grammar High School, Metpally.	Secondary Education Board of TS	2019	90%

KNOWLEDGE IN SOFTWARE

- Ms-Office
- Tally prime

WORK EXPERIENCE

PROFESSIONAL EXPERIENCE:

BHSPL, Vijayawada.

Jan-2024 to Present

Call Centre Executive (CCE)

Responsibilities:

- Contacting patients to provide information about TB, treatment options, and follow-up care. Ensuring patients adhere to their treatment regimens.
- Recording and updating patient information, treatment progress, and outcomes in the system. Maintaining accurate and confidential patient records.
- Offering emotional support and answering questions from patients and their families about TB management, treatment side effects, and prevention.
- Coordinating with healthcare providers to schedule patient visits and follow-ups.
- Identifying and reporting any issues or concerns raised by patients regarding their treatment or the TB program.
- Providing educational materials and resources to patients and the community about TB prevention, symptoms, and treatment.
- Ensuring all interactions comply with relevant health regulations and privacy laws.
- Working with other healthcare professionals, including doctors and nurses, to ensure comprehensive patient care.
- Participating in training and feedback sessions to improve the effectiveness of the call center operations and patient outcomes.
- This role is crucial in managing and supporting TB patients through their treatment journey, ensuring they receive the necessary care and information.

Brooklyn Grammar High School, Metpally, Karimanagar.

June-2022 to April-2023

Science Teacher

Responsibilities:

- Excellent written and oral communication skills
- Strong creativity skills that will engage students and make learning enjoyable
- Strong dedication to their work with a great desire for the success of their students
- Proven ability to draw lesson plans, organize academic activities, and maintain an organized class
- Strong emotional control skills when handling sensitive issues
- A keen eye to monitor their students' progress and note changes in behaviours or attitudes
- Ability to lead and form a bond with students, parents, colleagues, and other staff members
- Excellent critical thinking skills with the ability to answer difficult questions, solve conflicts, and design new lesson plans

PERSONAL SKILLS

- I have good communication skills and interpersonal skills.
- I take responsibility for my actions and am solutions-oriented.
- I am innovative, dynamic.
- I am always ready to volunteer any activity which I feel is effective and expedient.

PERSONAL DETAILS

Father's name	:	N. Shankar
Gender	:	Female
Date of birth and Age	:	31, May2003
Nationality	:	INDIAN
Marital Status	:	Unmarried
Mother Tongue	:	Telugu
Languages Known	:	Telugu, Hindi and English
Address	:	74-7-4, JD Nagar 2 nd road, Patamata, Vijayawada, Andhra Pradesh, India - 520010
Contact Phone Number	:	7673998134
E-Mail ID	:	vaishnavinadakuditi7673@gamil.com

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear that responsibility for the correctness of the above mentioned particulars.

Date:

Place:

(N.Vaishnavi)