

# RESUME

**TV.Venkatesh,**  
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## **OBJECTIVE:**

To be associated to a dynamic and globally competitive company that will provide an assured career growth and maximum professional development where I can actively participate in company operations in ways that will enable me to impart and enhance my skills, abilities and knowledge.

## **STRENGTHS:**

Ability to accomplish assigned tasks under strict time pressure, flexible, can work long hours, hardworking, fast learner and willing to go through comprehensive training.

## **WORK EXPERIENCE:**

### ❖ Apollo Multispecialty Hospitals:

- Designation: Health Insurance Coordinator in Credit Cell Department.
- Role: Credit Cell.
- Period: 2011 – Till date.
- Designation: Credit billing coordinator.
- Role: Preparing IP Billing for the patients.
- Period: 2010 – 2011.

### ❖ AJ Square:

- Designation: Design coordinator.
- Role: Preparing designs for banners flux etc.
- Period: 2009- 2010.

### ❖ Unoacquacare:

- Designation: Senior Marketing Executive

- Role: Marketing our product.
- Period: 2007- 2009.

**DUTIES AND RESPONSIBILITIES:**

- Playing vital role between the client and the customer for giving the best to our patients.
- Preparing the information related to their queries.
- Giving the true full conversation to the company for receiving the approval.

**EDUCATIONAL BACKGROUND:**

April 2007 : B.A English.  
Sourashtra College,  
Madurai.

March 2004 : HSC  
Sourashtra Higher Secondary School,  
Madurai.

April 2002 : SSLC  
Sourashtra Higher Secondary School,  
Madurai.

**COMPUTER SKILLS:**

Package : Ms –Word, Excel, Power Point, & Internet Access.

**PERSONAL BACKGROUND:**

Father's Name : TH.Vasudeevan  
Age : 25  
Date of Birth : 10-8-1987  
Nationality : Indian  
Gender : Male  
Marital Status : Single  
Language Known : Tamil, English, sourashtra.

**DECLARATION:**

I hereby certify that the facts contained in this data sheet are true and complete to the best of knowledge.

Date:

Yours truly,

Place: Madurai

Venkatesh.Tv