



# BLESSYMOL JOSEPH

## My Contact

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📍 Al Khalidiyah, Abu Dhabi, UAE

## Personal Details

Passport No: P5409706

Visa Status: Visit Visa

Date of Birth: 28-08-1995

Nationality: Indian

Marital Status: Married

Linguistic Ability: English, Malayalam & Tamil

## Training & Certification

TUV SUD Certificate in Hospital Administration -2022 International School of Skill Development, Kochi

## Soft Skills

- Communication
- Positive Attitude
- Open to learning and inquisitive
- Strong commitment to work
- Persistent
- Focused and responsible
- Team player
- Networking
- Data Analytics

## Technical Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Outlook
- C programming (Basics) & PHP (Basics)
- I Smart Cube

## Objective

Seeking a position that can provide a steady growth and learning opportunity and help me utilize my skills, abilities and experience to ensure company's success.

## Professional Experience

### **PATIENT RELATIONS OFFICER –MAY 2022 TO DEC 2022**

Patient Relations Officer in BAREEN INTERNATIONAL HOSPITAL, ABU DHABI

- Provide friendly, quality client care to the patient.
- Receive incoming calls, screen those that are handled by other health care teams and take care of routine calls.
- Prepare to receive appointments by retrieving client records, preparing needs forms in advance of client arrival. Complete required forms and obtain all necessary information.
- Assist in the updating of client files, follow up with client when indicated.
- Confirming Patient's Appointments.
- Maintain a positive working environment.
- Performing a variety of clerical duties, receiving sorting, distributing mail, sending out mailings, organizing reception area.

### **EB CO-ORDINATOR-JAN-2019 to OCT2020**

Worked as EB Coordinator-Energy Team (operation and maintenance and alarm monitoring) in POWERLINKS (Indus Towers) Chennai

- Cell phone sites more than 1300 for Telecom network which includes co-ordination Electricity monthly bill payments for Main-meter & Landlord sub-meter.
- Maintaining Energy MIS Data for cell phone sites monthly electricity bills payment DD request & received status for our client required monthly pending payments.
- Checking for CC Charges Assessed in TNEB website [WWW.Tneb.in](http://WWW.Tneb.in) and checking for Assessed sites for ODD & EVEN Bill Cycle and raising EB Request (With Excel file & TNEB portal Pdf file) on daily basis To INDUS Energy Team.
- After Verification by Energy Team, Providing clarifications for high & Low Amount by gathering information from Technician & TNEB. Following for
- Non-Assessed site on daily basis with Technician & TNEB
- Capturing & Giving EB readings to TNEB from IME End.
- Checking for Eb payment received and not received cases with TNEB tracker & EB requested file. Checking for ACCD amount in TNEB Portal & Raising request.

## Education Background

BE Electronics and Telecommunication  
Engineering 2013–2017 Sathyabama  
University, Chennai

- ♦ Raising EB request to energy team & Upload in ISQ for online paid site details & providing the data to Energy team within 48Hrs.
- ♦ Daily and Monthly TT Closures Like CM TT (EB cable fault and TNEB cable issue), Alarm Closure, FMR and SMR (EB Reading).