

R SHAMILI

Profile

Highly organized and detail-oriented administrative professional excels in office management and special projects management financial tracking, customer relationship management and marketing. Results-oriented strategic planner with extensive knowledge of related industry practices.



ADDRESS

No.24 Abaraham Street ,
Officers Colony ,
Adambakkam , Chennai -
088



PHONE

9884479698



EMAIL

Poojashamli721@gmail.com



D.O.B – 19.06.1996
Status - Single

Activities and Interests

Music , Environmental
conservation, Art, Hiking,
Skiing, Travel

EXPERIENCE

Associate admin – frontoffice

Dvara holdings - Started from July – 24 to till present

- Managed courier services and ensured timely delivery and collection of packages.
- Coordinated and arranged meeting rooms to ensure all necessary resources were available.
- Handled lunch and evening snacks arrangements, as well as managed pantry and cubicle snacks.
- Administered vendors and invoice management, ensuring timely payments and vendor relations.
- Assisted in onboarding new joiners, including issuing IDs, business cards, access cards, and CUG (Voice/Data) connections.
- Maintained stock of company letterheads, stationery items, ID card holders, tags, and first aid kits.
- Organized staff fun activities to promote team engagement and morale.

FRONT OFFICE EXECUTIVE (Receptionist)

IIT Alumni Centre, IITM Research Park | Service provider - UK Facility Service |
Chennai | Feb 2021 to June 2024

- Greet and assist with the guest requirements
- Attending all the landing call and provide related information and connect to the respective coordinates
- Coordinate the meetings, Conference, travel arrangements requirements
- Preparing & maintain reports like Complaints, Guest Walk in register, Invoices and events.
- Maintain a filing system for important documents such as contracts and invoices.
- Maintain office supplies inventory and place orders when necessary.
- Performed data entry tasks into Computer databases from paper documents

MEDICAL CODER

Omega Healthcare Solution |Bangalore & Chennai | July 2017 – March 2019

- Coded diagnoses and procedures from patient medical record using ICD-10cm and CPT 4 Code
- Researched discrepancies between documentation and billing information to resolve any issues prior to submission
- Maintained up-to-date knowledge of coding changes, updates, and new rules
- Reviewed patient, medical records for accuracy completeness and compliance with coding regulations

RECEPTIONIST ADMINISTRATOR

UK facility Services | Chennai | Feb -2016- March 2017

- Answered incoming calls in a professional and polite manner responding to customer queries or directing them to the relevant department
- Greeted Visitors and customers warmly offering refreshment as appropriate
- Managed the distribution of incoming mail, faxes and packages.

EDUCATION

Dec 2019 • CPC / ICD / CPT – Codes • Zimedcode

Feb 2016 • Women's Christian College • Bsc- Nutrition

June 2013 • HSC • Lady sivaswami ayier higher secondary school

KEY SKILLS AND CHARACTERISTICS

Financial management I Excellent oral and written communication skills I Highly organized I Fluent in English & Tamil I Skilled problem solver I Team player with exceptional leadership abilities I Excellent customer service