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 **JEENA JOSEPH**

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 **Ernakulam Dist 682305**

# CAREER OBJECTIVE

A Position with a Reputed Hospital where I can utilize the best of skill and abilities that fit to my experience & education. To obtain a challenging position in hospital profession, where I can contribute in different positive way in patient care.

**Core Qualifications**

* Outstanding front office clerical abilities including typing and answering phones
* Familiar with all MS Office applications including Word and Excel
* Sound ability to resolve client or guest issues in a timely courteous manner
* Excellent relationship-building and communications skills
* Strong time management skills

**PROFESSIONAL QUALIFICATIONS**

 **Worked as Administrative staff at Images India Cochin (2015 – 2018)**

* Organize and schedule meetings and appointments
* Maintain contact lists.
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Contribute to team effort by accomplishing related results as needed

**Worked as Front Office Executive at Shriramcity Union Finance Ltd. Cochin**

 **( 2014 – 2015)**

* Maintain contact with customers.
* Telephonic contact with customers for developing business.
* Assist in the preparation of regularly scheduled reports.

# ADDITIONAL QUALIFICATION

* **Certificate Program in Hospital Administration**

# EDUCATIONAL QUALIFICATIONS

* **Successfully completed Bachelor’s degree in Commerce.**

# SKILLS

* Excellent team work ability to achieve the tasks within the shortest possible time.
* Leadership skills.
* Fluent in English& Malayalam.
* Self-motivated, independent problem solving attitude
* Always willing to learn anything new depending on the requirements
* Ability to grasp new concepts with minimal efforts
* Reading books

**Personal Profile**

Nationality : Indian

Sex : Female

Religion : Christian

Date of Birth : 23rd January 1993

Marital Status : Married

 I hereby certify that the above details given by me are correct to the best of my Knowledge

 **Date** **Signature**