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**Lakshmi. S**

Prasadam(H)

Near Sree Krishna Swamy Temple

South Chittoor Po

Ernakulam-682027

Mobile No.: +91 7593067163

E-mail ID: laxmisnair2@gmail.com

***Personal Details***

Date of Birth / Age: 16-02-1993

Gender: Female

Father’s Name: K.S Sasindran

Marital Status: Married

Nationality: Indian

**OBJECTIVE**

To obtain a position that will enable me to use my educational background, strong executive skills, dedication and ability to work as a team. I am looking for a suitable position in adminstrative division of a company offering an opportunity for career advancement and professional development.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree / Position** | **Year of passing** | **College / University / Organization** | **Percentage** |
| Bachelor of commerce (B.Com) | 2014 | Mahatma Gandhi University, Kottayam | B grade  (82.5) |
| Board of Higher Secondary Examination | 2011 | St Mary’s Higher secondary School ,Ernakulam  (State Board) | 90 |
| Cental Board of Cental Education  (CBSE) | 2009 | Greets Public School, Ernakulam (CBSE) | 74 |

**LANGUAGE SKILL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** | **Proficiency** |
| Malayalam | Yes | Yes | Yes | Proficient |
| English | Yes | Yes | Yes | Proficient |
| Hindi | Yes | Yes | No | Intermediary |

**KEY SKILLS**

* Good communication and leadership skill
* Sincere and hard working
* Internet and Ecommerce management
* Time management
* Documents filling
* Time management
* Filling & data archiving

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| **Skill** | **Version** |
| MS Office | MS Office Professional Plus 2010 |
| Tally | Tally 9 |
| Operating Systems | Microsoft Windows 7,8.1 |

**WORK EXPERIENCE**

Worked as care assistant in ASTER MEDCITY HOSPITAL from May 2016 to Jan 2019.

**AREA OF EXPERTISE**

* Answered multiline phone system and directed calls approximately
* Handling of different types of Samples
* Assist in development and review of key performance indicators and goals
* Assist in resolution and response to issues and questions from patients and hospital staff
* Help to establish standard processes and procedures for department
* Develop and maintain good communication and working relationship
* Make recommendations to management to improve communication, performance,quality,turn around time
* Identifies plans and executes process improvement initiatives for the lab
* Maintain laboratory facilities in safe as clean and organised manner
* Provide administrative support

**DECLARATION**

I hereby declare that all information furnished by me is true to the best of my knowledge.

Place: Ernakulam

Date: 08/10/19 Lakshmi S