



PERSONAL DETAILS

Name : Anilamma K.B
Age : 26 yrs.
DOB : 26/03/1993
Sex : Female
Nationality : Indian
Marital Status : Married

Languages Known:

English, Hindi, Malayalam.

Address for Communication:

Anilamma K.B
Kaithavalappil House
Maruthorvattom P O,
11th Mile,
Cherthala,
Alappuzha,
Pin. 688539

Email id:

anilakb266@gmail.com

Phone no:

9496975212
9747648829

BIO-DATA

Carrier Objective

A motivated and results-focused Health administration professional, seeking an opportunity to utilize my skills, and education to contribute to employer objectives, profitability, and success with an organization offering potential for challenge and growth.

Academic Qualification

Post Graduation:

*Masters of Public Health (MPH) at School of Medical Education,
M G University, Kottayam. (2014-2016)*

Graduation:

*Bachelor of Computer Application at Ettumanoorappan College,
M G University, Kottayam. (2010-2013)*

Intermediate Education:

Govt. V.H.S.S, Murikkumvayal, Board of Higher Secondary Education, Kerala. (2008-2010).

Secondary Education:

Govt. V.H.S.S, Murikkumvayal (2008-2010).

Work Experience

<i>Designation</i>	<i>Company</i>	<i>Duration</i>
<i>Process Associate</i>	<i>Docustream India Pvt Ltd, CSEZ, Kakkanadu</i>	<i>July 2013- Dec 2013</i>
<i>Trainee In Guidance, Counseling And De Addiction Therapy</i>	<i>TRADA, Kottayam</i>	<i>Feb 2015- March 2015</i>
<i>Internship Trainee</i>	<i>Health System Research India Initiative, Trivandrum</i>	<i>June 2016- Aug 2016</i>
<i>Front office Executive</i>	<i>Ernakulam Medical Centre Hospital, Palarivattom, Cochin</i>	<i>Jan 2017-Nov 2017</i>
<i>Front Office cum Telecaller</i>	<i>Crust n Core Educational Solutions, Cherthala</i>	<i>Jan 2019- Aug 2019</i>
<i>CDC Executive</i>	<i>Life Save Emergency Medical Services, Alappuzha</i>	<i>Continuing...</i>

Conferences (Organized and Attended)

- *Organizing member of Medallion 2016, The Two Day International conference on "Current Trends in Public Health and Hospital Administration conducted by Mahatma Gandhi University*
- *Organizing member of Medallion 2015 conducted by Mahatma Gandhi University*
- *Attended IIPHC 2015 , The India International Public Health Conference*

Computer Proficiency

- *Operating system: windows xp, windows 7, windows 8.*
- *Office packages: SPSS, Microsoft office*
- *Other suites: Internet and e-mail operations.*

Areas of Interest

- *Administration*
- *Customer Relation*
- *Front Office*
- *Human resources Management*

Affirmation

I do hereby confirm that the information given above is true to the best of my knowledge.

Reference:

*1. Dr. Ann Kavitha Mathew MPH PhD
Asst. Professor, Department of Health Management,
School of Medical Education, Mahatma Gandhi University, Kottayam, Kerala.*

Anilamma K.B