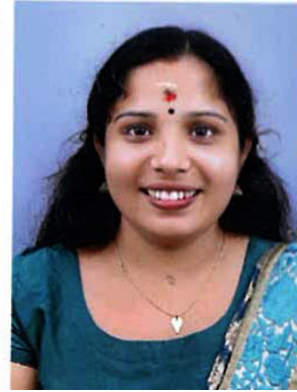


LAXMI RANJITH

Email: laxmi.ranjith265@gmail.com

Voice: +91-9495994419,9048436022



CAREER STATEMENT

To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination.

PROFILE

- Confident, time management capability.
- Can work efficiently in a group as well as an individual.
- Conceptually strong with an innovative, detail-oriented and analytical approach to the work.
- Self motivated, hard working and goal-oriented with a high degree of flexibility, creativity and commitment.

WORK EXPERIENCE

Company Name : TRANSTECH SOLUTIONS.

Duration : From 2nd February 2008 to 3rd November 2008.

Job Profile : Medical Transcriptionist

Company Name : IRIS, THE COMPLETE CTP SOLUTIONS.

Duration : From 1st July 2012 to 30th September 2015.

Job Profile : Administration Executive.

Company Name: ASTER MEDCITY

Duration : From 3rd October 2016 to 12th October 2017

Job Profile : Coordinator of Pediatrics

Administration

- Office maintenance and administration works.
- Approaching Clients for business development.
- Assisted the collections department in obtaining outstanding customer debts.
- Ability to function in almost any scenario and go the extra mile to get the job done.
- Exceptional leadership and team building qualities in the training, mentoring, motivating and supervising the company.

EDUCATIONAL QUALIFICATIONS

2003, SSLC

2005, Plus two science stream.

2012, B.A English Literature, sub as Journalism and Mass Communication.

2016, MBA In HOSPITAL MANAGEMENT.

TECHNICAL SKILLS AND HIGHLIGHTS

PROFESSIONAL DEVELOPMENT

- Organised and detail-oriented; knack for learning things quickly.
- Strong skills in time management, prioritizing tasks, and meeting deadlines.
- Internet skills and basic computer skills.
- Completing medical transcription course from Kerala I.T. Mission.
- Microsoft Word.

PERSONAL DOSSIER

Languages Known:

Read, & Write : English, Malayalam, Hindi.

Speaking skills: English, Malayalam, Tamil

Date of Birth: 30th May 1987

Hobbies: Writing poems and articles, Travelling, Reading and Singing.

Address: F1, Suraj Apartments,
Kaippallil Madrasa Lane,
Opp. Iris Square, Perandoor road,
Kaloor,
Kochi-17. Ernakulam district,
Kerala, India.