

FEMINA M.F

**DIPLOMA IN
HOSPITAL
ADMINISTRATION**

PERSONAL PROFILE

I am a diploma holder in hospital administration having almost two years of experience in hospital field looking for an opportunity to work in an environment which encourages me to grow and succeed professionally where I can use my skills and knowledge effectively for the progress of the institution.

Date of birth :- 11-11-1998
Sex :- female
Religion/Caste:- Christain , Latin Catholic
Marital status :- married

CONTACT ME AT



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WORK EXPERIENCE

Public Relations Officer Trainee

Lourdes Hospital, Kochi | July 2019 - April 2021

- Assisting Manager- Relations & International Operations in completing daily tasks
- Handling media related works such as press releases, articles, social media promotions etc.
- coordination of hospital events such as press meets, campaigns, etc.
- Assisting international patients and coordinating their health needs
- Replying to client inquires
- Working as a team member in doing various activities

EDUCATIONAL HISTORY

Diploma in Hospital Administration

Lourdes College Of Paramedical Sciences, Kochi | 2019 - 2020

- Course held under Bharat Sevak Samaj, National Development Agency, Government of India
- Passed with distinction (770/800)

Degree of Bachelor of Science -BOTONY

St.Albert's College, Ernakulam | March 2019

- CCPA: 7.63

plus two in science

St. Augustine's H.S.S, Aroor | March 2016

- Scored 75%

SSLC

C.K.C.H.S, Ponnurunni | March 2014

- Scored 91%

SKILLS SUMMARY

- Hard working
- Good communication skills
- Organized and analytical
- Pleasant and polite towards customers
- Good problem solving skills
- Good interpersonal skills
- Passionate to work
- Team worker
- Patient care assistance skills
- Good computer knowledge

- microsoft word
- microsoft excel
- preparing PPT
- basic graphic designing using Canva
- checking mails and replying

LANGUAGES KNOWN

- Malayalam
- English
- Hindi

Declaration

I FEMINA M.F, here by declare that the details given above are true to my knowledge and belief.

Date:

Yours Faithfully,

FEMINA M.F