



# ARYAMOL ANILKUMAR

## CAREER OBJECTIVE

To achieve a high level position of hospital administration in your progressive work environment that permits me to develop my experience as hospital administrator. A job where my extensive experience and other skills will have valuable application in administration procedures of hospital.

## WORK EXPERIENCE

### OFFICE ADMINISTRATION

Anju Travels and Online Services

- Completes clerical and administrative tasks for an office
- Schedule Travel Arrangements and Travel Booking
- Manage Online Applications and DTP works

### BILLING COORDINATOR

Filter Point Water Care Solutions

- Database Maintenance
- Billing and Invoicing

## EDUCATIONAL HISTORY

### INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT

KALAMASSERY, KOCHI | JUNE - SEPTEMBER

- Certificate course in Hospital administration
- TUV SUD Certification from Germany
- JAIN the official platform of Jain Deemed to-be University

### JPM ARTS AND COLLEGE KANCHIYAR

MG UNIVERSITY, KOTTAYAM | 2018 - 2021

- B.A English Language and Literature
- Studied variety of literary genres, Poems, Drama, Novels and History

## DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

**ARYAMOL ANILKUMAR**

## CONTACT ME AT

Anakkallumkal (H) , Kalthotty P O  
Labbakkada , Idukki , 685507

jt609613@gmail.com

Aryamol Anilkumar

+919744614014 , +917306022768

## SKILLS SUMMARY

Critical Thinking

Teamwork

Leadership

Problem Solving

Communication

Adaptability

## ACADEMIC PROJECTS

PROJECT NAME: IDENTITY CRISIS IN  
SHASHI DESHPANDE'S THE DARK  
HOLDS NO TERRORS

PLACE : Labakkada