

ATHIRA P.B

Address: Parayil House, Cherai P.O, PIN: 683514, Ekm.

Phone No: 9947958424, 7994362487

Email Id: athirapbose@gmail.com



CAREER OBJECTIVE

To be able to work for an encouraging and stable company that will assist me in developing, improving, and obtaining the necessary skills in order to become the best employer possible. I am looking forward to challenging my potential and be worthy of Management trust and confidence.

ACADMIC QUALIFICATION

Qualification	Institution	University/Board	Year of Passing	Percentage
MA English language and literature	Sree Sankaracharya University of Sanskrit, Kalady	Sankaracharya University	2016	74
BA English language and literature	St. Albert's college, Ekm	MG University	2014	65
PLUS TWO	Gov. VHSS. Njarakkal	Board of Vocational Higher Secondary Examination	2011	82
SSLC	St. Augustine's Girls High School, Kuzhuppilly	Board of General Education	2009	73

OTHER

Certificate In Medical Transcription

Diploma In Computer Application

SKILLS

- Strong attention to detail
- Proficiency in typing and in the use of personal computers
- Computer proficiency and ability to quickly learn new applications
- Detailed knowledge of English grammar
- Knowledge of medical terminology
- Ability to multi-task efficiently

- Proficiency in MS Word, MS Excel and PowerPoint
- Knowledge of Anatomy and Physiology

PERSONAL PROFILE

Father Name	:	Bose P.D
Date of Birth	:	05/04/1994
Marital status	:	Married
Gender	:	Female
Nationality	:	INDIAN
Nationality	:	Indian

DECLARATION

I hereby declare that the details above are correct and true to the best of my knowledge.

Place: Cherai

Date: 22-02-2022

Signature

ATHIRA P.B