

RESUME



ARCHANA SASI

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CAREER OBJECTIVE :

Aspire to serve a reputed organization with sincerity and determination, to succeed with sound professional knowledge, creativity and be involved in strategic decision making in contributing effectively to achieve the primary objective of the organization.

ACADEMIC QUALIFICATION :

- Professional: B. Tech Degree in Electronics and Communication
Passed in 2015.
- Diploma in Computer Applications.

Currently Pursuing MBA in Health Care Management.

PROFESSIONAL EXPERIENCE :

As a Guest Relations Executive.

Hospital:

- Ahalia Women and Children's Hospital
,Palakkad,Kerala, India
- Ahalia Foundation Eye Hospital ,Kerala, India

From 16 February 2017 to 31 May 2020.

JOB EXPERIENCE:

- Having **Three years** of indigenous experience as a Guest relation Executive and Front office In-Charge.
- Good knowledge of all administrative duties.
- Ensuring the Front desk provides a professional and friendly service for customers ,including handling complaints.
- Arrange appointments ,manage calendars and complete work schedules.
- Managing the accounts.
- Managing the Cash counters and telecalling.
- Handled Medical Insurance Claims.
- Scheduling staff rota.

ACADEMIC PROJECT CARRIED OUT

Intelligent Home Automation system

SKILLS

- Ability to work in a team and independently.
- Customer Relations.
- Quick Learner and Time management .
- Adaptability.
- Ability to deal with administrative duties competently.

SOFTWARE SKILL

Microsoft Word, PowerPoint, Excel, C++.

PERSONAL DETAILS

DOB : 10 November 1990

Nationality : Indian

Blood group : B positive.

Languages known : English, Hindi, Malayalam

DECLARATION

I certify that the above said information is fair, true and correct to the best of my knowledge and belief.

ARCHANA SASI