SARIGA NATARAJAN P

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

📞 7306333969

📍 Fort Kochi

✉ sariganatarajan507@gmail.com

in www.linkedin.com/in/sariga-sumesh

WORK EXPERIENCE

ASTER MEDICITY

Senior Associate • Feb 2020 to Oct 2020

- Scheduling appointments, and maintaining records and accounts
- Coordination with department heads
- Provides support to team.
- Patient Feedback Collection

LOURDES HOSPITAL

Assistant Promotions - Feb 2019 to Sep 2019

- International Desk Management
- Camp and promotional program coordination
- Payroll Management and updating
- Leave Tracking & Updation

LOURDES HOSPITAL

Customer Service Assistant - June 2014 to Sep 2015

- Front Office Coordination.
- Preparing Reports for Management & feedback calls
- Coordination with department heads
- Health Checkup Coordination

EDUCATION BACKGROUND

MBA DOING

Annamalai University , Present

B.COM WITH TAXATION

Mahatma Gandhi University , 2007 to 2010

PLUS TWO

Higher Secondary , 2005 to 2007

SSLC

Board Of Secondary , 2005

DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING

Indian Computer Education Society , 2011

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Konkani

MUTHOOT FINANCE LIMITED

Junior Executive - Dec 2011 to Dec 2013

- Payroll Management & Leave Tracking
- TA & DA Expense & Salary Account Opening
- Company ID card issue & Shortlising Resume
- Joining Formalities & preparing appraisal report.

CHARACTER REFERENCES

Mrs Navitha Lijith
Promotional Manager ,Lourdes Hospital
Mob:- 9496002266

Dr. Zachariah T Zachariah
Consultant, Aster Medicity
Mob:-9846679700

Ms. Neetha Rajan
Manager,
Muthoot Finance Ltd.
Mob:- 9895282932

DECLARATION

I hereby declare that all the statements made in this resume are true, complete and correct to the best of my knowledge and belief.

SIGNATURE

Sariga Natarajan P
7306333969