

Dear Sir/Madam,

I, INDULEKHA submit my resume as a first step exploring the possibilities of employment with a progressive company. I have more than 24 years of experience in Medical & Healthcare firms in India.

Working under pressure, reaching target with deadlines along with an ability to learn fast has always been my strong points. As about my qualification, I am a Graduate (BA) and Diploma in Computer Application.

If I get an opportunity, I am confident to work as a key player in a challenging and creative environment by accelerating my skills and abilities.

Thanking you in anticipation

Yours truly,

INDULEKHA

INDULEKHA.C .

Mob: +91 9633443552, 9746864106

E-mail: indulekhasmenon@gmail.com



I. COMPANY

ERNAKULAM MEDICAL CENTRE, KOCHI

II. Department

ADMINISTRATION

III. JOB TITLE

**FRONT OFFICE INCHARGE,
Telephone Operator -**

1994 to 2015

2. COMPANY

MEDALL DIAGNOSTIC CENTRE, KOCHI

II. JOB TITLE

Centre CO-ORDINATOR

January 2016 to 2021

3. DNA DIAGNOSTICS & RESEARCH

MANAGER – CUSTOMER RELATION

EDUCATIONAL QUALIFICATION:

M A HINDI (Not completed)

- Bachelor in Arts (Economics) from Mahatma Gandhi University, India

Computer Exposure:

- Basic knowledge of computer.
- Microsoft – Word, PowerPoint.
- EPABX
- Data Entry, Excel.

Language Proficiency:

- Excellent written as well as oral communication and inter personal skills.
- Good command in written and spoken English, Malayalam & Hindi
- Have working environment knowledge of these languages

PERSONAL DETAILS:

Nationality : Indian
Sex : Female
Marital Status : Married
Date of Birth : 14th April 1979

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

INDULEKHA