

Bio-Data



Name : URMILA SABU
Address : PUTHUVAL NIKARTH
C M C :03
CHERTHALA
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OBJECTIVES

To ensure full filling in the field of Hospitality and strive for proper personal and professional growth as well as to achieve adequate development of organization too.

Educational Qualification :

- **SSLC**
- **Plus two**
- **B COM(DOING)**
- **Diploma in Ayurveda nursing**
- **MS Office and Data Entry.**

PROFESSIONAL SKILL SET

- **Fast typing in keyboard**
- **Knowledge of Ayurvedic Treatment**
- **Basic Knowledge of Computer**

EXPERIENCE

COMPANY	YEAR OF WORKING	DESIGNATION
Ouj's Ayurvedha Hospital	2017 -2018	Front Office
Lotus 8 A part Hotel Kochi Airport	1 Year	Receptionist
Kinder women's Hospital Cherthala	2019 -2022	Patient Relation operations

PERSONEL SKILL

- Fast Typing in Key board.
- Knowledge of Front Office Management.
- Basic knowledge of computer.

PERSONAL ASSETS

- **Smart Worker**
- **Sincerity and Honest**
- **Team Player**

PERSONAL DETAILS

Father's Name	: Sabu
Maothor's Name	: Ajitha Sabu
Date of Birth	: 29/12/1999
Age	: 22
Blood Group	: AB+ve
Gender	: Female
Nationality	: Indian
Marital Status	: Single
Languages Known	: Malayalam,English,Hindi,Tamil

Declaration

I hereby declare that the above information are true and correct for the best of my knowledge.

Place : Cherthala

Date :

URMILA SABU