

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 25 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 .
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I. COMPANY

ERNAKULAM MEDICAL CENTRE, KOCHI

2. Department

ADMINISTRATION AND HR

3. JOB TITLE

FRONT OFFICE INCHARGE - 1994 to 2015

I. COMPANY

MEDALL DIAGNOSTIC CENTRE, KOCHI

2. JOB TITLE

ADMINISTRATOR - 2015 to 2020

I COMPANY

DNA DIAGNOSTICS AND RESEARCH CENTRE

2. JOB TITLE

CUSTOMER CARE MANAGER - 2020 to 2022

EDUCATIONAL QUALIFICATION

- Master of Arts (Hindi) course not completed
- Bachelor in Arts (Economics) from Mahatma Gandhi University, India

Computer Exposure:

- Basic knowledge of computer .

Language Proficiency:

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

PERSONAL DETAILS:

Nationality : Indian
Sex : Female
Marital Status : Married
Date of Birth : 14th April 1974

Declaration:

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

Indulekha.C.