



BINI MOL P B

@ biniparackkal18@gmail.com

7994395544

W/o Santhosh Karipali pattanchery P.O Chittur , Palakkad Pin: 678532 Kerala



OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.



PERSONAL DETAILS

Date of Birth : 18/12/1996

Marital Status : Married

Aadhar Number : 516553907727



SKILLS

Integrity
Adaptability
Initiative
Social Orientation
Leadership
Hardworking



INTERESTS

Traveling
Social work
Cooking



LANGUAGES

English
Tamil
Malayalam



ACHIEVEMENTS & AWARDS

Attending mind power course at st.antonys school of management studies 2017-2018

One day industrial visit at Cochin international airport

Attending Seminar on Airport Operations at Cochin international airport



EXPERIENCE

11/5/2021 -

Sunrise Hospital Pvt Ltd , Kakkanad

Ward secretary

*Assisted with patient care, Admit paper work for patients being admitted to hospital.

*Maintain and update patient database on computers and notify nursing staff on all diagnosis.

*Provide support to health care staff and ensure appropriate maintenance of patient care unit.

June 2020 - April 2021

Cannara Bank , Palakkad

Business correspond agent assistant

* Handling receipt and delivery of small value remittances/ other payment instruments.

* Customer service

* Cash withdrawal and

Deposit

Nov 2019 - May 2020

Bipha Ayurveda , Chennai International Airport

Sales executive cum customer service

* Increasing in store sales.

* Introducing promotions and opportunities to customers.

* Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.

Sep 2018 - Oct 2019

Soorya Bankers , Palakkad

Office Assistant

* Organizing the office and

assisting associates to

optimize processes.

* Managing filing

system.Recording

information as needed.

* Updating paperwork, maintaining documents, and word processing.

July 2016 - Feb
2018

Central Square Mall , Cochin
Customer Executive (Part-time)

- * Engaged with customers enthusiastically to drive sales.
- * Serves customers by helping them select products.
- * Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.



EDUCATION

2020

International School of Skill Development

Certificate programme in Hospital Administration

2015 -2018

St.antonys school of Management Studies

BBA - Airline and Airport Management

2014-2015

National institute of open Schooling

Plus Two

2012

Kerala Board of Public Examination

SSLC Examination



INTERSHIP

Travel Documents

Alhind Tours and Travels Pvt.Ltd , palakkad
2018

- * All travel documents verification
- * Handles travel issues, conflicts, complaints, cancelations and refunds.



DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.