



SHERIN SHIBU

PROFILE

Completed MBA(HRM) Annamalai University

CONTACT

PHONE:

+91 9747643395

Mail : sherinshibu259@gmail.com

ADDRESS

Mekkattuparambil House
Avittathoor P O
Kottanallor, Thrissur

PERSONAL DATA

Father : Shibu
Date Of Birth : 11-11-1998
Nationality : Indian
Marital Status : Single
Religion : Christian R C

LANGUAGES KNOWN

English , Malayalam

COMPUTER LITERACY

Browsing, Internet and E-mail
System Software, Excel, Word

EDUCATION

QUALIFICATION	PASSING YEAR	UNIVERSITY/BOARD
MBA (HRM)	2021	Annamalai University
BBA	2019	Kerala University
PLUS TWO	2016	Kerala Board Of Higher Secondary Examination
SSLC	2014	Kerala Board Of Public Examination

WORK EXPERINCE-I

- Organisation : Holy Cross Hospital
- Position : Guest Relation Executive
- Location : Kottiyam, Kollam
- Working Period : 12th December 2020 (on going)

RESPONSIBILITY

- Handling Guest Complaints and concerning an efficient and timely manner
- Cordinating and multi task job duties in a busy environment
- Overseeing VIP guest arrivals and departure
- Also handling in patient Advance bill
- Have upto date information about hospital services and daily room occupying
- Maintain a positive relation with patients

WORK EXPERINCE-II

- Organisation : CADD Centre
- Position : Customer Relationship Executive
- Location : Kadappakada, Kollam
- Working Period : 1st August 2019 to June 2020

RESPONSIBILITY

- Counsel students regarding educational issues such as course and program selection
- Class schedule
- Maintain student details
- Prepare reports on student and activities as required by administration.
- Follow up the enquiries and walkins

CONTACT DETAILS

Sr.SUMITHA
HOLY CROSS KOTTIYAM
HR MANAGER
9496166115

ISON ISAC
CADD CENTRE
CENTRE HEAD
7012707099

Place : Kollam

Date:.....

SKILLS

- Ability to work in a team and towards organization goals
- Good communication & inter personal skills
- Eagerness to learn new things and imbibe news skills
- Intrest to learn
- Relationship building skills

DECLARATION

In the view of above paticulars please consider this application and give me an opportunity in year esteemed organization assure that I would carry out my duties to your entire satisfaction

SHERIN SHIBU