

SHERIN CHACKO

PLAKKUZHIYIL HOUSE
CHATHANTHARA P O
CHATHANTHARA
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CAREER OBJECTIVE

To be an integral part of a reputed Company/Group, where I can effectively contribute my skills and achieve a challenging position while being consistent on the responsibility towards the achievement of organizational objectives.

EMPLOYMENT HISTORY

2017 June – 2018 May

Teaching faculty

Eminent English Medium School, Salumber, Rajasthan

- Planning and preparing lessons.
- Observe student performance.
- Setting assessments and overseeing examinations.
- Conduct assigned classes at the scheduled times.

2018 June – 2019 March

Insurance Executive

Indus Motors, Pathanamthitta

- Provide vehicle insurance service to customers.
- Deals with customers.
- Solve problems arising between executive and customer.
- Prepare insurance paper works.

2019 June – 2020 March

Accounting Faculty

G-Tec Computer Education, Erumely.

- Teaching accounting and Tally.
- Prepare Lessons.
- Assess students performance and improve performance.

2021 February – 2021 September

Accountant

Marthoma Ladies Hostel, Kalamassery

- Prepare ledger and accounts.
- Monitoring spending budgets.
- Prepare Profit and loss account and Balance sheet accounts.
- Keeping account books and systems up to date.

2021 October – 2022 June

Sales Staff in Textiles, Mukkoottuthara.

- Greet customers
- Help customers find preferred clothes.

- Provide customers with information about items.
- Promote sell products to prospective customers.

Currently pursuing certificate programme in Hospital Administration from ISSD(International School of Skill Development) Kochi.

CERTIFICATION

Completed the course for certificate programme in Hospital Administration provided byISSD – International School of Skill development.Currently preparing for TUV SUD certification exam in Hospital Administration. This was a 4 months course which was splitted in to 3 modules. The courses are approved by TUVSUD from Germany, through their South Asia division.

Module 1 : Hospital Evolution, Departments in Hospitals- Its Workflow and Functions.

Module 2 : Biomedical Waste management,Hospital Associated Infection,Medicalequipments, Medical gases, medical terminology

Module 3 : HR management, Public relations, Ethical & Legal issues, Medical Records, Disaster Management, Material Management, Accreditation, Audit & Hospital Administration.

The classes were conducted online. Exams were also conducted online. I have passed all of the three modules and now waiting for the dates of TUV SUD Certification exam.

SKILLS & CAPABILITIES

- Excellent Communication.
- Ability to problem solving.
- Leadership.
- Follow time management.
- Ability to critical thinking.
- Active listening.
- Able to multitask effectively.

PERSONAL INFORMATION

Date of Birth : 25/05/1996
 Nationality : Indian
 Marital Status : Unmarried
 Languages Known : Malayalam, English

EDUCATION

1. Title of qualification : B.Com Computer
 Institution : St Antony's College, Kanjirappally
 University : MG University
 Period attended : July 2014 – April 2017
2. Higher Secondary Education
 Title of qualification : Higher Secondary
 Institution : S.N.D.P. H.S.S, Venkurinji

University : Govt. of Kerala Board of Higher secondary
examination, Thiruvananthapuram
Period attended : March 2014

3. Secondary Education

Title of qualification : SSLC
Institution : St Thomas H. S. S, Erumely
University : Govt. of Kerala Board of Higher secondary
examination, Thiruvananthapuram
Period attended : March 2012

EXPECTATIONS

Looking for a career growth and challenging responsibility with scope for learning.

DECLARATION

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

Date : 14/06/2022

Place : Chathanthara

Name : Sherin Chacko