


# RADHIKA SUNIL



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KERALA

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## CAREER OBJECTIVE

Seeking a challenging and better career with a progressive organization that provides an opportunity to capitalize abilities in the field of Office Administration Departments.

## SUMMARY

Experienced in the field of Public Relation Executive in Intensive Care Unit, Counselling, Co-ordination, Secretarial duties, Handling Accounts, and Teaching. Dedicated, Assertive and Enthusiastic towards duties.

## Core Competencies

- Computer knowledge
- Excellent Written and Verbal Communication Skills
- Highly organized, systematic and efficient
- Program and Event management
- Counseling
- Handling Bill payments
- Secretarial duties
- Ability to work independently or team work
- Proven Leadership
- Ability to motivate
- Co – ordination
- Inter personal Skills

## Education Qualification

- 10 + 2 Commerce ( Calicut University)
- Graduation (B.Com with Co - operation) from Calicut University
- MBA with First class in Hospital Management from Bharathiyar University

## Professional Experience

- **Company: Alshifa Hospital, Perintalmanna, Malappuram**  
**Job Title: Ward Secretary/Secretary to MD**
- **Company: Ecil-Bdps, Perintalmanna, Malappuram**  
**Job Title: Academic Counselor**
- **Company: Bits Computer Education, Angadippuram, Malappuram**  
**Job Title: Academic Counselor**
- **Company: Army School, Panagarh , kolkata**  
**Job Title: Teacher**

- **Company: Kids World Public School, Jabalpur, MadhyaPradesh**  
**Job Title: Teacher**
- **Company: Army Pre Primary School, Jodhpur, Rajasthan**  
**Job Title: Teacher**
- **Company: Moulana Hospital (NABH Accreditted), Perintalmanna, Malappuram**  
**Job Title : Public Relation Executive in Intensive Care Unit**

### **Personal Vitae**

Date of Birth - 10<sup>th</sup> Oct 1977  
Languages known - English, Hindi, Malayalam  
Marital status - Married

### **Declaration:**

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

Place: Edappally

**(RADHIKA SUNIL)**