

Sivapriya P



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Objective

To use all the academic expertise I gained over the years
for the development of my institution

To utilise my social and communication skills for not only building
Client relations but also enriching it through proper follow ups and
Feedbacks.

To improve my ability and capacity to work efficiently by taking notes
And guidance from seniors and my fellow colleagues.

To ensure I do everything at my disposal for upholding the esteem
And dignity of my institution

Education

MHA | 2017 | Westfort Institute of Paramedical Science, Thrissur

- Board / University : Kerala University of Health Science
- Percentage: 78%

B.Com | 2015 | Christ College, Irinjalakuda

- Board / University : Calicut University

- Percentage: 77%

H.S.S | 2012 | National Higher Secondary School, Irinjalakuda

- Board / University : Govt. of Kerala
- Percentage: 85%

S.S.L.C | 2010 | Little Flower Convent High School, Irinjalakuda

- Board / University : Govt. of Kerala
- Percentage: 67%

SAP FICO /2021/ Gtec kunnamkulam /Thrissur

Completed 7 months course and scored A+ in the final test

Computer Proficiency

- Well versed with MS Office
- Working Knowledge of Tally
- Expertise in Ms excel
- Experience in using peachtree

Projects Undertaken

- A study on Waiting time in Pediatric Outpatient Department in Edappal Hospital in Malappuram District | 2017
- A study on Planning and Designing of OT in Daya General Hospital | 2016
- A study on Financial position of Irinjalakuda Town Cooperative Bank.

Experience

MHA | Westfort Institute of Paramedical Science, Thrissur | (2015 – 2017)

- Prepare Financial Management Reports.
- Ensure accurate and timely monthly, quarterly and year end close.
- Establish and monitor the implementation and maintenance of Accounting control procedures.
- Develop and maintain Financial data bases.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Prepare purchase form, tender document and other document in stores.
- Prepare Payroll settlements.

Other Achievements

- Attended National Conference on the topic "**Health Care Excellence through Administration and Leadership**" in Baby Memorial Hospital.
- Conducted a paper presentation on the topic "**Recent Investments in Medical Tourism**".

Personal Information

- Father's Name : Krishna kumar
- Marital Status : Married
- Linguistic skills : English, Hindi, Malayalam & Tamil
- Nationality : Indian