



Aneesha James

P: 7012437206, 7902854702 **E:** aneeshajames2203@gmail.com

A: Parayankuzhyil (H), Vimalagiri PO, Idukki,
Kerala Pin: 685602

Dear Sir/Mam,

I am Aneesha James writing this letter for applying the Executive level post at your hospital. I am confident that my skills and experience in my studies could make a great contribution in your hospital.

I did PGDM in Hospital Administration from IBIS Group of Educational institution Accredited by IACET. I also pursued graduation in Bachelor of Business Administration from Mahatma Gandhi University, Kottayam. Beyond my administrative skill, I am an excellent problem solver. I am a dynamic worker who can work as a team member just as well as individually.

Please take a moment to review my attachment resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy. If you have any interest in my skills and experience, please do not hesitate to contact me and I will be happy to answer anything you wish to know.

Sincerely,

Aneesha James



ANEESHA JAMES

CONTACT

- 7012437206, 7902854702
- aneeshajames2203@gmail.com
- Parayankuzhyil (H), Vimalagiri
P O , Idukki, Kerala
Pincode:685602

SKILLS

- Effective Communication
- Teamwork
- Team Management
- Leadership
- Flexibility

PERSONAL DETAILS

- Date of Birth : 22 - 03 - 2000
- Sex : Female
- Marital Status : Single
- Nationality : Indian

LANGUAGE

- English
- Malayalam
- Tamil

CAREER OBJECTIVE

To seeking an entry-level position to begin my career in a high-level professional environment. To achieve a role in a hospital where I can contribute my ideas and be mentored towards a successful career.

EDUCATION

PGDM in Hospital Administration

IBIS Group of Education Institution
Edappally/ Cochin

- IACET Accreditation
- 2022

Bachelor of Business Administration

Mar Sleeva College of Arts and Science
Murikkassery, Idukki

- Mahatma Gandhi University, Kottayam
- 2021

Plus Two (Commerce)

St; Mary's Higher Secondary School
Mariyapum, Idukki

- 2018

SSLC

Vimala High School Vimalagiri, Idukki

- 2016

DECLARATION

I am hereby declare that above mentioned information are true to the best of my knowledge.

Date:

Signature

Place: