



# AISWARYA K SAJEEV

Hospital Administration

+91 8921645931

Thodupuzha, India

AGE  
23

## CAREER OBJECTIVE

To be associated with an organization that provides me an opportunity to apply my knowledge and skills and attitude to enhance my individual abilities and going forward towards the growth of the organization



## Education

### Hospital Administration

Diploma, February, 2021  
ISSD, Kerala

### Ayurvedha Nursing & Panchakarma Course

Diploma, March, 2019  
BHARAT SEVA SAMAJ,  
Kerala

### Higher secondary in Science

March 2017  
Government of Kerala, India

### Secondary School

March 2015  
Government of Kerala, India.



## Personal Strength

- ❑ Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- ❑ Resourceful in the completion of projects, effective at multi-tasking.
- ❑ Database managements
- ❑ Proficiency in typing and knowledge in medical terminology
- ❑ Friendly, Approachable, and able to prioritize and delegate duties.
- ❑ Personnel Management, Motivation, Relationship Management, Training, Organizational Dynamics
- ❑ Positive Attitude, Highly trustworthy
- ❑ Hard Working, Discreet and ethical
- ❑ Committed to duties.



## Work Experience

---

- ❖ 1 year experience in Medical Transcriptionist - St. Mary's Hospital (NABH accredited) - Thodupuzha, Idukki, Kerala.
- ❖ 1 year experience in Ayurveda Masseur & Pharmacist – Ayush Ayurveda Hospital - Thiruvalla, Pathanamthitta, Kerala.



## Computer Proficiency

---

- ☑ DCA with Computer Application



## Languages

---

- English
- Malayalam



## Personal Details

---

Father's Name: Mr. Sajeev  
Birthday: September, 23 1999  
Gender: Female

Marital Status: Single  
Nationality: Indian



## Declaration

---

I hereby declare that all the information's flourished above are true to the best of my knowledge and belief.

Place : Thodupuzh, Idukki

Date :

Yours truly,

Aiswarya K Sajeev

\*\*\*\*\*