

KAVYA.S

Venmanassery house,
Chendamangalam p.o ,
Ernakulam Dist,
Kerala - 683512.
Mob: +91-8943223714.
Email : kavyashahi94@gmail.com



PERSONAL DETAILS:

Husband's Name: Visakh S
Date of Birth: 27/10/1994
Gender: Female
Marital Status: Married
Nationality: Indian
Religion & Caste: Ezhava/OBC

OBJECTIVES:

To become part of a growing organization and apply my professional, technical and interpersonal skills and thus develop myself and work towards the bold and vision of the firm.

EDUCATIONAL QUALIFICATION:

- 1. Master of Hospital Administration (MHA)**
Board / University: Kerala University of Health Sciences (KUHS)
Duration: 2016-2018
College: Little flower institute of medical science and research centre, Angamaly.
- 2. BSc-Zoology**
Board: University of MG

Duration: 2013-2016
College: UC College, Aluva.

3. PLUS TWO

Board of Higher Secondary Examination, Kerala
Duration: 2011-2012
PGHSS,Chendamangalam.

4. SSLC

Board of Public Examination, Kerala
Duration: 2009-2010.
DDSHS, Karimpadam

PROJECT WORK:

- Completed minor project in the topic “A study on dispensing procedure at Pharmacy for outpatient’s with special emphasis on waiting time and patient’s response to waiting time.
- Completed major project in the topic “To study the expectation and perception of employees regarding the human resource management practices and their level of job contentment.

WORK EXPERIENCE:

HR Executive

- Worked as **Jr. Executive – HR** at **Amrita Institute of Medical Science, Ernakulam** from **10-04-2019 to 08-06-2020.**

Assistant Public Relation Officer

May 2021- present

- Assistant Public relation officer at Indira Gandhi Cooperative Hospital, Kadavantra

COMPUTER SKILL:

- Excel
- Tally

PERSONAL STRENGTHS:

- Honest and Sincere with systematic approach to the work.
- Determined to achieve goals, targets and improve performance.
- Self-motivated and trust worthy.
- Independently having good judgment power.
- Friendly attitude and friendly personality.

LANGUAGE SKILL:

- Malayalam.
- English
- Hindi

DECLARATION:

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

KAVYA.S