

GREESHMA JOSE



Contact

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9745539262

Vadakkedath House, Pallikunnu Post, Kalpetta Via, Wayanad District, Kerala, 673122

Skills

Team work 80%

Problem Solving 80%

Observation 80%

Languages

* English

* Malayalam

Interests

* Gardening

* Handcraft

OBJECTIVE

Looking for a challenging position in field where my knowledge and skill can be shared and enriched leading contribution to the enterprise growth and enhancing my ability to achieve target goal. To contribute in building a class business and explore best my professional skills and to increase profit along with quality of that company by use of my ability.

EXPERIENCE

KMC Hospital Attavar, Mangalore 25/09/2021

Administrative Intern - Quality

Active Medical Records Audit .

24/10/2021

Passive Medical Records Audit.

Feedback collection through digitalization method.

Quality indicators

EDUCATION

A J Institute of Management, Mangalore University 2022

MBA Hospital Administration & Human Resource

First, second and third semester percentage acquired : 71%

Navajyothi Arts and Science College, Kannur University 2019

Bcom Cooperation

69%

Govt. Higher Secondary School, Kaniyambetta- DHSE 2016

Plus Two

79%

N S S E H S S Kalpetta- DHSE 2014

S S L C

79%

PROJECTS

A study on Customers cognitive behaviour towards online medicine services with special reference to Wayanad District

The study conducted to understand the customers attitude, views and concern towards online medicine services.

REFERENCE

Deekshitha Sanil - "KMC Hospital Attavar, Mangalore "

QMR

deekshithasanil2@gmail.com

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Deeksha Rao - "A J Institute of Management, Mangalore "

Assistant Professor

deeksharao1994@gmail.com

CERTIFICATION

Tally ERP 9

Excel for beginners

COMPUTER SKILLS

Tally ERP 9

Ms office (Word, Excel, PowerPoint)

E-mail operations