

NAGALAKSHMI S



My Contact

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📍 Konthyadathu
Moncompu, Alappuzha, Kerala,
688502

SKILLS

TECHNICAL SKILLS:

- POWER POINT
- EXCEL
- TALLY
- WORD
- GST
- QUICK BOOK

SOFT SKILLS :

- COMMUNICATION SKILLS
- ADMINISTRATION SKILLS
- INTERPERSONAL SKILL
- ABILITY TO COPE WITH SITUATIONS
- EMMOTIONAL INTELLIGENCE

PERSONAL DETAILS

Father's Name : T SATHEESHKUMAR
Date of Birth : 10/04/1999
Gender : Female
Nationality : India
Marital Status : Single
Languages Known : Malayalam,
English, Tamil

CAREER OBJECTIVE

I am looking for to become an experienced and successful hospital administrator in your admired organization. I will utilize my abilities, knowledge and proficiency to successfully carry out my job and responsibilities.

EXPERIENCE

Nov-2021 - Apr-2022 **PREMIUM PRINTERS**
Front office staff, customer relationship cum
accountant

EDUCATION

- **HOSPITAL ADMINISTRATION**
International School Of Skill Development ,
2022
- **PROFESSIONAL DIPLOMA IN COMPUTERIZED
ACCOUNTING**
*Kerala State Rutronix , Govt. Of kerala &
department of IT govt. Of India*
2019
- **DEGREE**
*NSS Hindhu college changanassery ,
Mahatama Gandhi University*
2022
- **PLUS TWO**
*NSS HSS nedumudy Alappuzha , State
board*
62 % , 2016
- **SSLC**
ATGV HSS Monkompou , State board
78 % , 2014

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.