

VIMA CH

Aspire to be a part of ever dynamic and progressive organization where I can continuously learn and contribute to the growth of the company which will utilize my skills, abilities and education for the growth of the company and thus accelerate my career growth as well.

Educational Qualification

COURSE	NAME OF INSTITUTION	YEAR OF PASSING
SSLC	SNGSHSS Karamuck Thrissur	2015
Plus Two	GFHSS Nattika Thrissur	2017
Diploma In Commercial Practice	Technical Education Kerala	2020
Diploma In Healthcare Management	JAIN University	2022

Computer Qualification

- Microsoft Word
- Excel
- Data Entry
- Email Management
- PowerPoint
- Access and Front page

- Desktop Publishing
- Tally

LANGUAGE PROFICIENCY

1. **ENGLISH** : Read Write and Speak fluently
2. **MALAYALAM** : Read Write and Speak fluently
3. **TAMIL** : Speak

JOB EXPERIENCE PROFILE

- 1) **Organization** : Milma Palakkad
Designation : Stenographer
Duration : January 2020 To January 2022

- 2) **Organization** : Welcare Hospital Vyttila, Ernakulam
Designation : Guest Relation Executive Trainee
Duration : November 2022 To December 2022

- 3) **Organization** : Sunrise Hospital Kakkanad, Ernakulam
Designation : Quality Trainee
Duration : December 2022 To January 2022

Key Skills

- Typing skill (English & Malayalam)
- Shorthand (English & Malayalam)
- Excellent Communication skill
- Active Listening Skill
- Time Management Skill
- Clerical skill
- Service Orientation

- Strong Work Ethic
- Career Motivational Skill
- Leadership Skill

Personal Information

Name in Full : VIMA C H

Father's Name : HARIHARAN C K

Sex : Female

Date of Birth : 04-09-2000

Age : 22yrs.

Nationality : Indian

Civil Status : single

Current City : Ernakulam

Email : vimavima35@gamil.com

Contact No : +91 6238051334

DECLARATION

I hereby declare that all information provided in this application is true and correct to the best of my knowledge.
