

# ARYAMOL ANILKUMAR



## CAREER OBJECTIVE

To achieve a high level position of hospital administration in your progressive work environment that permits me to develop my experience as hospital administrator. A job where my extensive experience and other skills will have valuable application in administration procedures of hospital.

## WORK EXPERIENCE

### OFFICE ADMINISTRATION

Anju Travels and Online Services

- ◆ Completes clerical and administrative tasks for an office
- ◆ Schedule Travel Arrangements and Travel Booking
- ◆ Manage Online Applications and DTP works

### DOCUMENTATION EXECUTIVE

Life Care Hospital, Malappuram

- ◆ Reviewing and updating technical documents
- ◆ File documents in physical and digital records
- ◆ Manage the flow of documentation within the organisation

## EDUCATIONAL HISTORY

### INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT

KALAMASSERY, KOCHI | JUNE - SEPTEMBER

- ◆ Certificate course in Hospital administration
- ◆ TUV SUD Certification from Germany
- ◆ JAIN the official platform of Jain Deemed to-be University

### JPM ARTS AND COLLEGE KANCHIYAR

MG UNIVERSITY, KOTTAYAM | 2018 - 2021

- ◆ B.A English Language and Literature
- ◆ Studied variety of literary genres, Poems, Drama, Novels and History

## DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

ARYAMOL ANILKUMAR

## CONTACT ME AT

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## SKILLS SUMMARY

Critical Thinking

Teamwork

Leadership

Problem Solving

Communication

Adaptability

## ACADEMIC PROJECTS

📖 PROJECT NAME: IDENTITY CRISIS IN  
SHASHI DESHPANDE'S THE DARK  
HOLDS NO TERRORS

PLACE : Labakkada