



Praseetha K

Skills

- Data entry and Typing
- MS word
- MS Excel
- Effective Communication

Education

- **2016 - 2019**
Bachelor of Computer Applications
Nehru Arts and Science college
- **Present**
Pursuing MBA
(Hospital Management)

Personal Details

Date of Birth : 12/09/1998

Father's Name : JAYAPRAKASH

Mother's name : PUSHPALATHA

Marital status : Single

Nationality : Indian

Contact

- 📞 9539123085
- ✉️ praseethakprakash1209@gmail
- 📍 Palakkad, Kerala

Career Objective

To work in an open, exciting professional environment having excellent growth prospects and contributes to the growth of organization as well as myself by meeting or exceeding the organizational expectations.

Experience

- **2019 -2021**
Role: Receptionist
Valluvanad Hospital Kanniyampuram Ottappalam
 - ◀ Communicating through calls and scheduling appointments.
 - ◀ Maintaining Record and files.

Workshop

- ◀ Attended a workshop on Android app development at NASC.

Activities

- ◀ National Service Scheme Member at GVHSS Pathiripala.
- ◀ Attended 10 days NSS camp , Pathiripala.

Languages Known

Malayalam

Tamil

English

I hereby declare that the information provided above is true to the best of my knowledge and belief.