

SHERIN CHACKO

PLAKKUZHIYIL HOUSE
CHATHANTHARA P O
CHATHANTHARA

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CAREER OBJECTIVE

To be an integral part of a reputed Company/Group, where I can effectively contribute my skills and achieve a challenging position while being consistent on the responsibility towards the achievement of organizational objectives.

EMPLOYMENT HISTORY

- 2017 June – 2018 May
Teaching faculty
Eminent English Medium School, Salumber, Rajasthan
 - Planning and preparing lessons.
 - Observe student performance.
 - Setting assessments and overseeing examinations.
 - Conduct assigned classes at the scheduled times.

- 2018 June – 2019 March
Insurance Executive
Indus Motors, Pathanamthitta
 - Provide vehicle insurance service to customers.
 - Deals with customers.
 - Solve problems arising between executive and customer.
 - Prepare insurance paper works.

- 2019 June – 2020 March
Accounting Faculty
G-Tec Computer Education, Erumely.
 - Teaching accounting and Tally.
 - Prepare Lessons.
 - Assess students performance and improve performance.

- 2021 February – 2021 September
Accountant
Marthoma Ladies Hostel, Kalamassery
 - Prepare ledger and accounts.
 - Monitoring spending budgets.
 - Prepare Profit and loss account and Balance sheet accounts.
 - Keeping account books and systems up to date.

Currently pursuing certificate programme in Hospital Administration from ISSD(International School of Skill Development) Kochi.

- 2022 July - 2022 December
Patient Care Executive
Chaithanya Eye Hospital & Research Institute, Trivandrum

- Follow patients to register their details.
- Care vulnerable patients.
- Speedup patients procedure.
- Solve their problems.

CERTIFICATION

Completed the course for certificate programme in Hospital Administration provided by ISSD – International School of Skill development. Currently preparing for TUV SUD certification exam in Hospital Administration. This was a 4 months course which was splitted in to 3 modules. The courses are approved by TUVSUD from Germany, through their South Asia division.

Module 1 : Hospital Evolution, Departments in Hospitals- Its Workflow and Functions.

Module 2 : Biomedical Waste management, Hospital Associated Infection, Medical equipments, Medical gases, medical terminology

Module 3 : HR management, Public relations, Ethical & Legal issues, Medical Records, Disaster Management, Material Management, Accreditation, Audit & Hospital Administration.

The classes were conducted online. Exams were also conducted online. I have passed all of the three modules and now waiting for the dates of TUV SUD Certification exam.

EXPERIENCE

I was worked in Chaithanya Eye Hospital & Research Institute, Trivandrum for past 6 months.

SKILLS & CAPABILITIES

- Excellent Communication.
- Ability to problem solving.
- Leadership.
- Follow time management.
- Ability to critical thinking.
- Active listening.
- Able to multitask effectively.

PERSONAL INFORMATION

Date of Birth : 25/05/1996
Nationality : Indian
Marital Status : Unmarried
Languages Known : Malayalam, English

EDUCATION

1. Title of qualification : B.Com Computer
Institution : St Antony's College, Kanjirappally
University : MG University
Period attended : July 2014 – April 2017

2. Higher Secondary Education

Title of qualification : Higher Secondary
Institution : S.N.D.P. H.S.S, Venkurinji
University : Govt. of Kerala Board of Higher secondary examination, Thiruvananthapuram
Period attended : March 2014

3. Secondary Education

Title of qualification : SSLC
Institution : St Thomas H. S. S, Erumely
University : Govt. of Kerala Board of Higher secondary examination, Thiruvananthapuram
Period attended : March 2012

EXPECTATIONS

Looking for a career growth and challenging responsibility with scope for learning.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 14/06/2022

Place : Chathanthara

Name : Sherin Chacko