



AMRUTHA RADHAKRISHNAN

*Stability and progress of life,
working as team for the benefit of
all, including the company, the
customers and me.*



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January 4, 2000



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EDUCATION

2017 - 2020

Mangalore University

BBA with Aviation and Hospitality Management

EXPERIENCE

08/2021 - 08/2022

MOSC Medical College Hospital, Kolenchery

Back Office Assistant in General Administration

- Health Package Coordinator
- Preparation of Bills
- Companies Annual Health Check Up
- Registration of Patient

SKILLS

- communication
- leadership
- Team work
- problem solving

SOFTWARE SKILLS

Microsoft Word



Microsoft Excel



PERSONALITY

- Punctual
- Creative
- organized

LANGUAGES

English



Malayalam



Tamil



HOBBY

- listening to music
- cooking
- Reading

ACHIEVEMENTS

- An active NSS Volunteer
- An active NCC Cadet
- Winner in College Festival in Singing