



SANGEETHA PRAKASH

FATHER'S NAME : SRI. T.K PRAKASH
DATE OF BIRTH : 17 - 12 - 1996
GENDER : FEMALE
RELIGION / CASTE : HINDU
MARITAL STATUS : SINGLE

CONTACT

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Sangeetha Nivas,
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Perumbavoor, Kerala,
India 683544

EDUCATION

- Board Of Public Exams, Kerala**
COURSE : S.S.L.C
DURATION : 6/2011 - 4/2012
- Board Of Higher Secondary**
COURSE : PLUS TWO
DURATION : 6/2012 - 7/2014
- M.G UNIVERSITY**
COURSE : B.COM FINANCE AND TAXATION
DURATION : 6/2012 - 7/2014
- INFO COM**
COURSE : P.D.C.F.A COMPUTER SCIENCE
DURATION : 7/2017 - 3/2018
- I.S.S.D HOSPITAL ADMINISTRATION**
COURSE : HOSPITAL ADMINISTRATION
DURATION : 10/2021 - 8/2022

PROFILE INFO

DEDICATED CUSTOMER SERVICE. REPRESENTATIVE DEDICATED TO PROVIDING QUALITY CARE FOR ULTIMATE CUSTOMER SATISFACTION. PROVEN ABILITY TO ESTABLISH AND MAINTAIN EXCELLENT COMMUNICATION AND RELATIONSHIPS WITH CLIENTS. ADEPT IN GENERAL ACCOUNTING AND FINANCE TRANSACTIONS. DEDICATED TO IDENTIFYING CUSTOMER NEEDS AND DELIVERING EFFECTIVE SOLUTIONS TO ALL PROBLEMS. EXCELLENT TIME MANAGEMENT SKILLS COMBINED WITH A SUPERIOR KNOWLEDGE OF THE CUSTOMER SERVICE INDUSTRY. BILINGUAL, HARDWORKING AND READY TO JOIN MY NEXT TEAM

WORK EXPERIENCE

- PITTAPILL AGENCY** 6 MONTHS
ACCOUNT WITH GOOD PARKING KNOWLEDGE IN M.S OFFICE & WINGS , PURCHASE...ETC
- PARAGON AS TRADERS** 01 Year
ACCOUNT WITH GOOD PARKING KNOWLEDGE IN M.S OFFICE, PURCHASE...ETC
- HOSPITAL ADMINISATOR**
WORKING AS HOSPITAL ADMINISATOR AT GOVT.THQ HOSPITAL PERUMBAVOOR

MY SKILLS & EXPERTISE

- ABILITY TO RAPIDLY BUILD RELATIONSHIP AND SET UP TRUSTS
- CONFIDENT AND DETERMINED
- ABILITY TO COPE UP WITH DIFFERENT SITUATIONS
- TALLY

DEACLARATION

THE ABOVE DETAILS ARE TRUE TO MY KNOWLEDGE AND BELIEF . I SHALL CARRY OUT ALL THE DUTIES ASSIGNED TO ME UP TO ENTIRE SATISFACTION OF MY SUPERIOR

PLACE : PERUMBAVOOR

DATE :

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