

AKHILA MARY



Contact

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Address

Illikkal house Chakyadam
Rajagiri P.O Kalamassery
Ernakulam

Expertise

- Active listener
- Efficiency
- Team work
- Verbal and written communication skills

Language

English

Malayalam

Hindi

Hard Skills

MS Office Excel

MS Office word

Tally

GST

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

Skin Secrets, Edappally
Trainee Executive

Worked as a billing assistant. Medicine billing, medicine dispensing, sticking barcodes refilling medicines, explaining medicines and the directions for use.

Education

2022

Certification Course in Hospital Administration (TUV SUD certificate)
International School Of Skill Development , Kalamassery.

2018

Graduation in Mathematics (pursuing)
St. Albert's College, Ernakulam

2020

Internship in Content Writing
Brahmins Foods Pvt Ltd

2016-2018

12th Kerala Computer Science
St. Ann's Higher Secondary School, Eloor

2015-2016

10th CBSE
St. Joseph's Public School, Thrikkakara

Declaration

I hereby declare that the facts given above are genuine to my knowledge and belief.

03-03-2023

KALAMASSERY

AKHILA MARY