



Sreelakshmi PB

Admin executive

CONTACT

Flat no: 6D, Harbour crest,
Kurishpally road, ravipuram, MG
road, Ernakulam
pin code: 682015

6282188165

sreelakshmiathiala@gmail.com

Indian

13/04/1998

PV Babu

Single

SKILLS

Basic computer knowledge

Internet browsing

MS office

LANGUAGES

English

Malayalam

Hindi

STRENGTHS

Dedication

Time management

Team work

verbal and written communication
skills

ABOUT ME

I desire to work in an organization which enhance and utilise my skills for the growth of both entity and personal and professional upgradation.To give in to the best myself for reliable and committed healthcare administration.

PROFESSIONAL EXPERIENCE

Academic consultant (online)

Avodha Edutech Pvt Ltd, Infopark kochi
02/2022 - 11/2022
Kochi

INTERNSHIPS

Admin executive Front office

Sreedariyam ayurvedic eye hospital
04/01/2023 - 24/02/2023
Kaloor, Ernakulam

EDUCATION

International school of skill development

Certificate programme in hospital administration
06/2022 - 10/2022
Grade - A+
Kochi

Chinmaya college of arts science and commerce

Bcom (Finance and Taxation)
06/2017 - 03/2020
Grade - 67%
Tripunithura

Govt girls Higher Secondary school

Higher secondary education (Plus two)
06/2015 - 03/2017
Grade - 82%
South, Ernakulam

Nalanda public school

CBSE board examination (10th class)
06/2014 - 03/2015
Grade - 80%
Thammanam, Ernakulam

CERTIFICATES

Certificate in Hospital Administration

International school of skill development
20/06/2022 - 03/11/2022

Hospital administration

TUV SUD CERTIFICATE

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

Place : Ernakulam

Sreelakshmi PB