



MIDHILA MADHU

CONTACT

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Avodha Edutech Pvt Ltd

21-10-2021 - 31-03-2022

Team Manager

- Academic Counselor at a college or University who helps students make educational and career decisions.
- Assist school administrators and educators with planning and carrying out school related programs and events.
- Analyze students performance to provide guidance and identify potential problems.

The Times Of India

21-05-2019 - 31-08-2021

Back Office Coordinator

- Data Entry for consent forms through SAP and sales force.
- Direct customer Tele-calling for verification and sale lead.
- Handling Daily Suspension and Termination of orders.
- Handling Walk in Customers.
- Handling customers complaints.
- Preparation of stock register.
- Coordination with sales team.

Aster Medicity Hospital

01-06-2018 - 30-04-2019

IP Billing Staff

- Handling billing and invoices activities.
- Daily collection accounting and banking activities.
- Collection Follow ups.

EDUCATION

International School of Skill Development

2022

Hospital administration

Mahatma Gandhi University, India

2018

B.com - Finance & Taxation
68%

SKILLS

Office software : SAP MS Excel MS PowerPoint and MS Word Visual Basic.

Operating system : Windows XP 98 2007

ACHIEVEMENTS & AWARDS

TUV SUD Certification in Hospital Administration

LANGUAGES

English
Malayalam
Hindi
Tamil

PERSONAL DETAILS

Date of Birth : 10-06-1998
Marital Status : Married
Nationality : Indian
Gender : Female

L.M.C.C Higher Secondary School, Ernakulam

2015

Commerce - Computer Application
68%

St.Teresa's Convent Girls Higher Secondary School, Ernakulam

2013

SSLC
68%



INTERESTS

Adaptability

Critical Thinking

Learning Languages

Art



DECLARATION

I hereby declare that the above mentioned information are true to the best of my knowledge and belief

MIDHILA MADHU