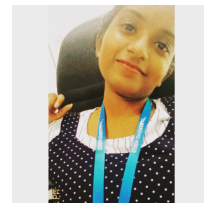


ARCHANA K U

@ archanaku2k1@gmail.com

918078581945

Karadiparambil (H) Puthuvassery Kanjiramattom P O 682315



Objective

To get an opportunity that allows me to showcase my skills and contribute to the company's growth. To enhance my skills by taking on this challenging position and expanding my knowledge. To seek a position in a company that can launch my career and help me to build a stronger skill set.

Experience

Ventura Securities Limited Palarivattom

27/07/2022 - 05/08/2022

Online Marketing

- Collaborated with team members to achieve targeted result.
- Planned and organized new strategies to increase sales.
- Developed team communications and informations through meetings.
- Achieved service timings and quality targets.
- Guided team in project merchandising and inventory management.

Adam's Eden Overseas

27/10/2022 - 05/12/2022

Front Office Executive

Greeting and welcoming guests.

Receiving and delivering all incoming and outgoing mail and packages, answering all calls and directing as needed. Scheduling meetings, and coordinating office activities.

Education

Ignite Skill Academy Kalamassery

2023

Diploma in Hospital Administration

75%

BPC College Piravom

2022

BA English with Journalism

6.87 CGPA

St. Ignatious HSS Kanjiramattom

2019

Kerala State Board of Higher Secondary Education

70%

KMJ Public School Kanjiramattom

2017

Central Board of Secondary Education

94%

Internship

Completed 3 Months Internship in HR Department at Sunrise Hospital Kakkanad

Skills

Relationship Building.

Communication Skills.

Interpersonal Skills.

- Negotiation Skills.
- Accounting - Tally.
- Time Management Skills.
- Problem Solving Skills.
- Logical Skills.
- MS Office and Excel Skills.



Projects



Organisational Structure of Sunrise Hospital Kakkanad.

Collected data regarding various departments in hospital. Clearly explained the structure and workflow of each department; Medical Departments, Administrative Departments and Supportive Departments.



Racism and oppression in Maya Angelou's poems.

Collected, read and analysed the theme double oppression from many poems of Maya Angelou.



Publications



Kaazhcha Newspaper.

Published newspaper named 'Kaazhcha' during college time. Collected news, edited it efficiently, taken interviews, collected advertisements and published.



Languages



English.



Malayalam.



Hindi.



Tamil.