

SOBHA SOMANATH



Contact

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Ottakuzhiyil (H) Kumbanad p.o Thiruvalla, kerala

Personal Details

Date of Birth : 07/11/1997

Nationality : Indian

Gender : Female

Skills

Ms Office 100%

Tally 100%

General Department Assistant 100%

Data Entry Operator 60%

Languages

Malayalam

Tamil

English

Telegu

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

KM Cherian Institute of Medical Science

Oct 2022

Nurse Assistant

- Dec

The duties of the GDA during hospitalisation include recording health-related information of a patient, shifting her/him to a room, aiding in personal care activities, ensuring basic comforts for stay, informing the nursing staff about the condition of the patient, cleaning the equipment, and above all,

2023

Eye Micro Laser Surgery Center

June

Data Entry Operator

2022 -

Prepares, compiles, and sorts documents for data entry.

September

Verifies and logs receipt of data.

2022

Transcribes source data into the required electronic format.

Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.

Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.

Verifies integrity of data by comparing it to source documents.

Reviews data for errors, missing pages, or missing information and resolves any discrepancies.

Maintains a filing system and protects confidential customer information.

Performs regular backups to ensure data preservation.

Responds to requests to retrieve data from the database or electronic filing system.

Uses basic office equipment (photocopy machine, facsimile machine, etc.)

Maintains a satisfactory level of quality and productivity per department standards.

Completes additional assigned tasks as required.

Kadamthottu Textiles

2018 -

Sales girl

2019

Serves customers by helping them select products.

Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.

Greets and receives customers in a welcoming manner.

Responds to customers' questions.

Directs customers by escorting them to racks and counters.

Provides outstanding customer service.

Documents sales by creating or updating customer profile records.

Manages financial transactions.

Processes payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.

Alerts management of potential security issues.

Assists with inventory, including receiving and stocking merchandise.

Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest

EDUCATION**Kerala Board**

2012

High school

75%

G-tec Computer Education

2013

A+

MG University

2013-

B. com Computer Application (not completed)

2015

TUVSUD

2021 -

Hospital Administration

2022

A+