



# 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 - 31-04-2022

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

### Hospital Administration

2023

International School of Skill Development  
92%

### B.com - Finance & Taxation

2018

Eshobhavan College  
68%



## SKILLS

Communication skills  
Time management  
Adaptability



## LANGUAGES

English  
Malayalam  
Hindi  
Tamil



## PERSONAL DETAILS

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

## Commerce - Computer Application

2015

L.M.C.C Higher Secondary School, Ernakulam  
68%

## SSLC

2013

St.Teresa's Convent Girls Higher Secondary School  
68%



## TECHNICAL SKILLS

Office software :

☆ SAP

☆ MS Excel

☆MS PowerPoint

☆ MS Word Visual Basic.



## INTERESTS

● Drawing

● Craft making

● Traveling



## DECLARATION

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

MIDHILA MADHU