



ANUPAMA JOY

PERMANENT ADDRESS::D/o Mr.Joy K .
J Kocheril house Vettackkal P . O
Cherthala Alappuzha Pin Code:
688529

CURRENT ADDRESS:: Panchavati
colony Vyttila PIN code: 682019
Ernakulam

anupamajoy16@gmail.com

8714555434

03-12-1999

OBJECTIVE

To gain employment as a Hospital Administrator and utilise my strong communication skills to collaborate with staff members and other stakeholders , where I can use my problem solving abilities to identify solution for operational issues , and leadership skills in managing personnel , resources and programs.

SKILLS

Highly confident in better communication skills , Mindfulness and quick learning, Managerial skills such as planning , organization and leadership skills , Problem solving , Analytical skills such as critical thinking and analysing information and data and decision making , Accounting ability and capable of preparing the financial statements , Proficiency in MS office Excel

INTERESTS

Leadership , volunteering, Community service, Learning new skills

EDUCATION

SCU Govt. VHSE School Pattanakkad Cherthala Alappuzha 2015 - 2017
Plus one - Plus two Science with biology and Maths
certificate No.4088676
Grades - First Class

Indira Gandhi National Open University - Delhi 2021 - 2024 (Present)
BA . PUBLIC ADMINISTRATION (Honours)
Distant Mode of Education
Enrollment No. 2105073178

Avodha Edutech 2023
Hospital Management in Malayalam
Registration No.1182765672

ACHIEVEMENTS & AWARDS

Certificate of achievement in completing online course on Financial Accounting from mindluster.com

Certificate of achievement in completing online course on Business Soft Skills from mindluster.com

Certificate of achievement in completing online course on MS office Excel from mindluster.com

Certificate of achievement in completing online course on MS office Excel - Basics to Advance from mindluster.com

EXPERIENCE

Consumer services centre 2022-sept. - continuing
Public service

By practicing this job , it makes me more efficient in managing the peoples who access me for their public needs and rectifying their doubts with patience and emotional intelligence . Also it help me to acquire more computer knowledge . All over , this job experience improved my communication skills , problem solving skills and self-control and mind stability.

Accounting Assistant in church Parish office 2020-continuing

By practicing an accounting job , I intended to upskill my ability to analyse data , critical thinking skills , soft skills such as trust , management , planing and organisation and it also enhanced my ability to prepare financial statements . And I am doing this job for free of cost as a community service.

DECLARATION

I solemnly declare that all the information furnished in this document is free of error to the best of my knowledge.

I take full responsibility for the correctness of the said information.

Signature:

Anupama Joy