

Miss. SWAPNA S

D/O, Mr.SHANKAR

No : 66, 19th cross street,

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Chennai-600030

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Objective

To have a growth oriented and challenging career where I can contribute my knowledge and skills to the organization and enhance my experience through learning and teamwork. Driven and compassionate healthcare professional with 1 years 7 months experience in fast paced hospital environment.

Accountable and responsible with a strong focus on patient wellness.

Total Work Experience

2 Year 2 months – (From January 2021 February 2023)

Academic Profile

<i>Education</i>	<i>Institution</i>	<i>Year Of Completion</i>
<i>M.Sc</i>	<i>University of Madras (Distance Education)</i>	<i>Pursuing</i>
<i>Bsc Mathematics</i>	<i>Chellammal women's college Chennai</i>	<i>2017-2020</i>
<i>SSLC</i>	<i>Our lady's Matriculation Higher secondary school Chennai</i>	<i>2015</i>
<i>HSC</i>	<i>Our lady's Matriculation Higher secondary school Chennai</i>	<i>2017</i>

Computer Proficiency :

- MS Office(Word / Excel)
- Lower in typewriting skill

Work Experience

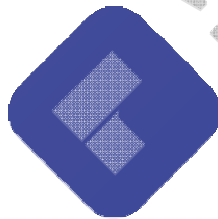
Name of the Institution	Designation	Period		Total Number of Years
		From	To	
MedIndia Hospitals	Ward secretary	January 5 2021	July 5 2021	6 months
Medway Hospitals	Ward secretary & Medical record department incharge	July 6 2021	February 25 2023	1 year 8 months

Strengths :

- Team spirit
- Self confident
- Maintain professionalism at work
- Efficient worker

Personal Information

Date of Birth : 25/10/1999
 Gender : Female
 Marital Status : Unmarried
 Religion : Hindu
 Nationality : Indian



Declaration:

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

Yours Faithfully

(Miss. Swapna S)