



Divya Mary

Profile

Dedicated hospital administration student who can multitask and collaborate well with others. Competent in organising, controlling, and coordinating services in accordance with hospital board regulations. Effective communicator with strong interpersonal skills. Negotiation, interpersonal, and team management abilities are required. I have committed to using my expertise in healthcare systems to support a smooth administrative process. I am looking for challenging opportunities where I can fully utilize my skills for the organization's success.

Contact

Phone

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Email

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Address

Kaithavalappil (H), Maruvakkadu
Chellanam p.o, Cochin -8

DOB: 29.07.2001

Skills

Positive attitude	★★★★★
Time Management	★★★★★
Team Work	★★★★★
Problem Solving	★★★★★

Language

English	★★★★
Malayala	★★★★★

Experience

2021 - 2022

Kitex limited | Kizhakambalam

Quality Checker and Operator

- Perform regular quality assessments on all incoming materials from vendors and outgoing products for shipping.
- Rejected all products and materials that fail to meet quality expectation.
- Documented inspection outcomes by completing detail report and performance records.
- Collaborating with operational manager to develop and implement controls and improvements.

Education

Secondary School (SSC) March 2016

Higher Secondary (HSC) March 2018

Certifications

Diploma in fashion designing 2020 - 2021

Asha Institute of fashion designing, Thoppumpady

Hospital Administration Nov 2022 - April 2023

International School of skill development (ISSD), Kochi