



NEENU PR

CONTACT

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Ernakulam 683501

Skills

- Office Administration
- Book keeping and scheduling skills
- Eye on details
- Multitasking
- Prioritizing
- Sociable
- Being judicious and careful

About Me

A highly motivated individual possesses strong interpersonal skills; ability to handle training programs and manage staff teams; has the capacity to adjust in a fast changing environment; ability to handle conflict with different groups; has outstanding communication skills.

EDUCATION

NOVEMBER 2020 – MARCH 2021

CERTIFICATION COURSE- HOSPITAL ADMINISTRATION

2008 –2011

BACHELOR OF ARTS IN ECONOMICS (Not completed)

2006–2008

HIGHER SECONDARY

Kerala State Education Board

2006

SECONDARY SCHOOL EDUCATION

Kerala State Education Board

WORK EXPERIENCES

- Dec 2011 to May 2012
Data entry Operator (National Speed Services)
- 2014 to 2016
Office Assistant (Harisree Communication)
- 2022 (4 Months)
Receptionist Al-Shifa Hospital Ernakulam

TECHNICAL QUALIFICATIONS

- MS Word
- Data Entry

DECLARATION

I here by declare that the information furnished above is accurate to the best of my knowledge.

NEENU PR