

ARYA SAJI

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9061464802

Palanilkkunnathil Piralassery P O Chengannur, Alappuzha



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

Sanjeevani Multi Speciality Hospital Kollakadavu, Chengannur

13-3-2023 - 14-4-2023

Administrative

Internship

Performed various administrative duties , communicated with patient face to face and via phone , scheduled appointment and maintained medical records and documents

Education

Techzon Skill Training Thiruvalla (National youth programme)

2023

Certificate in Hospital Administration

Microsence Chengannur (Kerala State Rutronix)

2022

PGDCA

Microsence Chengannur (Kerala State Rutronix)

2021

Certificate in Word Processing and Data Entry

Christian College Chengannur (Kerala University)

2018

BSc Botany

Govt Higher Secondary School Angadickal (s), Chengannur

2015

Plus Two

Govt High school Puliyoor

2013

SSLC

Skills

Data Entry

English and Malayalam Typing

Handle MS Office

Communication

Decision - making

Problem Solving

Time management

Languages

English

Malayalam



Personal Details



Date of Birth : 23-10-1997



Marital Status : Unmarried



Nationality : Indian



Gender : Female



Personal Strengths



Enthusiastic and hardworking

Possess positive attitude

Responsible towards work

Self-motivated and directed



Declaration



I here by state that the information furnished above is true and correct to the best of my knowledge and belief. In case my information found false or incorrect at any stage my candidature is liable to be cancelled.

Place:

ARYA SAJI

Date: