



GANA LATHA

OBJECTIVE

To build a successful career by working in a promising, creative and challenging environment where I can apply my knowledge and experience to the best of my ability, thus contributing towards organizational goals and the progress of the company, along with personal development.

EXPERIENCE

- **FRONT OFFICE EXECUTIVE**
Sunrise Hospital, Kakkanad
- **SALES EXECUTIVE**
Dream Motors, Kothamangalam(Currently working)

EDUCATIONAL QUALIFICATION

2017 - 2020	BSc Mathematics Course completed MG University, Kottayam Marthoma College for women, Perumbavoor
2015 - 2017	HSE Kerala Board of Higher Secondary Mar Elias H S S, Kottappady
2015	SSLC Kerala Board of Public Examination Mar Elias H S S, Kottappady

CERTIFICATE COURSE

- **International School of Skill & Development**
Diploma in Hospital Administration (2022)
- **Institute of Human Resources Development**
Diploma In Computer Application (2022)
- **Information & Communication Technology Academy of Kerala**
GST (2022)

PERSONAL TRAITS

- Honesty
- Confidentiality
- Accepting challenge
- Grate Communication Skill
- Team work and organisation skill
- Listening and problem solving

COMPUTER SKILLS

- MS Word
- Excel
- Data Base (MS Access)
- Basic Internet
- Typing

CONTACT DETAILS

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PERSONAL DETAILS

Nationality : Indian
Date of Birth : 23/10/1999
Sex : Female
Marital Status : Single

LANGUAGE SKILLS

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

