

GEETHU MADANAN



Contact

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MANDAKAKARA HOUSE NEAR
HPC ERNAKULAM NORTH P.O P
IN:682018

Personal Details

Date of Birth : 31/07/1990

Marital Status : MARRIED

Nationality : INDIAN

Skills

- Good communication skill 80%
- Adaptability • Quick learner

Languages

MALAYALAM

ENGLISH

HINDI

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION

BHARAT MATHA COLLEGE 2011
BA Hindi journalism

ADDITIONAL QUALIFICATION

Certification course in Hospital Administration
International school of skills and development
(2022- 2023)

EXPERIENCE

BEMEDICA HEALTH CARE LTD 2019 -
Office Administrator 2023

Handled- Customer coordination for payment collections ,follow up for supplied item,made reports on daily activities, verified monthly files

PENINSULAR HONDA 2014 -
Insurance Executive 2015

Handled Getting new business for company

Aster medcity Present
Op Associate -

Billing, coordination, calls handling