

CURRICULAM VITAE

Hizana Noushad

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+91 75928 69189



OBJECTIVE:

To associate with progressive organization that gives me scope to update my knowledge and skills according to latest trends and be a part of team that dynamically works towards the growth of organization and gains satisfaction.

EXPERIENCE:

- **Currently working in Administration department at The Lifeline Clinic & Infertility centre** since January 2022.
- Worked as a **Process Executive at AABASOFT PVT.LTD** (July 2019- December 2019)
- Worked as a **Business Development Executive at Audrey Technologies,Ernakulam,Kerala**(March 2018- June 2019)
- Academic Training conducted at **Keltron Controls,Aroor,Kerala.**
- Academic Internship done at **Techgentsia Software Technologies,Kerala**

PROFESSIONAL QUALIFICATIONS:

- Studied **B tech in Electronics & Communication** from Govt.College of Engineering,Cherthala,India (2014-2018)
- Studied Diploma in **Hospital Administration** from International School of Skill Development – (2021-2022)

ADDRESS:

Pandavath Thekkevely H
Eramalloor P.O
Cherthala
Kerala. India.
Pin Code: 682013

NATIONALITY:

INDIAN

LANGUAGE SKILLS:

- English
- Malayalam
- Hindi

DATE OF BIRTH:

12/08/1996

PASSPORT DETAILS:

Date of issue :

19/10/2017

PASSPORT NUMBER:

R5229415

ACADEMIC QUALIFICATIONS:

- Passed secondary school exam from Al-Ameen Public School,Chandiroor ,Kerala in 2012
- Passed Higher Secondary Exam from Govt.Higher Secondary School,Chandiroor,Kerala in 2014.

SKILLS:

- ✓ Possess communication and interpersonal skills.
- ✓ Well organized, ambitious,committed and hardworking.
- ✓ Honest and adaptable to any working environment.
- ✓ Able to work well on personal initiative and as a part of a team.
- ✓ Creative thinking quality.
- ✓ Believes in reaching for the stars even if you have to stand on cactus.

DECLARATION:

I hereby solemnly affirm that all details provided above are true to the best of my knowledge and belief and that all the time, I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person.

Hizana Noushad

Place : Aluva

Date :

COMPUTER SKILLS

- MS office -Word, Excel,Powerpoint.
- Google Drive – Docs,Drive,Forms,G mail,Sheets
- Presentations – Powerpoint,Google slides
- Operating systems – Microsoft Windows
- Autocad
- C,C++,HDL,Verilog

REFERENCE:

Dr.Cyriac

Pappachan

Consultant

Gynecologist &

Laparoscopic Surgeon.

Lifeline Super

Speciality Hospital,

Adoor

**cyriacpappachan@
gmail.com**