






NEENU T K

 23/01/1995
 8593916740
 neenutk1995@gmail.com
THIRUTHIYIL HOUSE
P O EDASSERY
 THALIKULAM THRISSUR
680569

PROFESSIONAL SKILLS

DCA, MS Word, MS Excel
& PowerPoint
Communication
Efficiency in Internet
Customer Service
Office Administration
Time Management
Problem Solving

LANGUAGES

Malayalam
English

INTERESTS

- Listening Music
- Video Games
- Traveling

CAREER OBJECTIVE

To continue my career with an organisation that will utilise my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

PROFESSIONAL EXPERIENCE

Dr. Kunhalus Hospital

Front Office Executive

01/2023-07/2023 Full-time Ernakulam

Duties and Responsibilities: Customer Interaction, Patients Registration and Billing, Attending Phone Calls & Scheduling Appointments.

Akshaya Center

Front Office Executive

09/2020-02/2021 Full-time Thrissur

Duties and Responsibilities: customer Interaction, Helping customers Enquiries & Attending Phone calls

Govt. ITI Edathiruthy

Apprentice Clerk

05/2018-05/2019 Contract Thrissur

Duties and Responsibilities:- Clerical Works, Data Entry, Entering Students Datas, Keeping Files & Day to day checking mails.

ACADEMIC CREDENTIALS

Certificate Course in Hospital Administration

International School of Skill Development

04/2022-09/2022

Post Graduation in Economics

Calicut University

06/2016-04/2017

Graduation in Economics

Calicut University

08/2013-11/2015

HSE Commerce

Govt. Vocational Higher Secondary School Thalikulam

07/2011-05/2012

SSLC

National Higher Secondary School Engandiyur

06/2009-03/2010