



# REVATHY SURESH


## PROFILE

Dynamic and experienced Front Office Executive with excellent organizational and communication skills. Proven track record of successfully managing administrative and clerical tasks to ensure smooth office operations. I consider my self a responsible and orderly person.

## CONTACT ME

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 Puthuparambil  
house  
Bhagathsingh road  
Paambaimoola,  
Edakochi  
pin:682010

## ➤ EDUCATION

### INTERNATIONAL SCHOOL OF SKILLS AND DEVELOPMENT

*Hospital Administration*

### ST. THOMAS COLLEGE, KOZHENCHERY

2013-2016

## ➤ LANGUAGE

Native English.

Hindi

## ➤ SKILLS

Strong time management skills

Customer service

Familiar with all MS Office applications,  
including Word and Excel

## ➤ WORK EXPERIENCE

2022-07 - present

Front Office Executive at  
DDRC Agilus PANAMPILLY NAGAR