

ALEENA MARY.T

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KAITHATHARA HOUSE , THURUTHIPURAM P.O , PUTHENVELIKKARA
, ERNAKULAM , KERALA , PIN : 680667



Objective

To work with sincerity and dedication to the best of my ability with the objective of contributing to the organisation as well as enhancing my own personal growth and assure to give a professional environment to my colleagues.

Education

Hospital Administration

2022

ISSD (International school of skills development)

Completed

BSW (Bachelor of Social Work)

2018 - 2021

Calicut University

Pursuing

Plus Two

2016 - 2018

Kerala State Board

82%

SSLC

2016

Kerala State Board

84%

Experience

Somatheeram Research Institute & Ayurvedic Hospital

24/10/2022 - 15/05/2023

GRE (Guest Relation Executive)

Actives relevant to the front desk

Assisting guests with inquirers

Listening to their problems

Rooming of all Hospital guest

Parwas Foundation RegNo.MPM/CA/372/2020 Perunthalmanna, Malappuram

27/02/2020 - 27/04/2020

Social work internship

Key learns ,

Professional development and conducted Two **Webinars** .

Kolazhy Grampanchayat ISO 9001:2008 Certified LSG Institution , Thrissur.

04/01/2020 - 29/02/2020

Field work Internship

Key learnings,

Communication skills

Problem Solving



Skills

Sincerity , Open for learning , Hard working , Multitasking .



Technical Skills

Power point

E-mail correspondence



Languages

Malayalam, English , Hindi ,



Personal Details

Date of birth. : 17/05/2001

Marital status : Single

Nationality : Indian



Projects

Research study on Problems and challenges faced by working women.

Improved effective communication and empathy.



Reference

Shimna maniyara _ " International school of skills development" -

issd01@gmail.com



Declaration

I declared that the above information is true to the best of my knowledge and belief.

Place : Ernakulam.

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Date :