



# Lakshmi Narayanan

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## PERSONAL DETAILS

Date of Birth : 07-04-1998

Marital Status : Unmarried

Age : 25

Address : Padinjattel (H),  
Panamatom P O Panamatom,  
Kottayam, Kerala.

PIN : 686522

## SKILLS

- Good communication skill
- Listening skill
- Willingness to work hard
- Interpersonal skill

## STRENGTHS

- Self confidence
- Positive attitude
- Punctuality and sincerity
- Patience
- Empathetic

## IT Proficiency

- Operating system : Windows 7
- Microsoft Office Word, Excel

## LANGUAGES

- MALAYALAM
- ENGLISH
- HINDI

## CAREER OBJECTIVE

To obtain a good position in hospital administration where I can utilize my skills and knowledge to contribute to the health care industry.

## EDUCATIONAL QUALIFICATION

Diploma in Hospital Administration

IGNITE Skill Academy  
2023

BA Economics

MG University  
Percentage : 74  
2019

HSS

State Board of Examination  
Percentage : 88  
2016

SSLC

Kerala State  
Percentage : 93  
2014

## INTERNSHIP

MATHA HOSPITAL, THELLAKOM, KOTTAYAM

Duration : 1st May 2023 to 31st July 2023

Key Responsibilities : Worked in Insurance Department, Public Relations Department, Medical Records Department, Pharmacy stores, Finance Department and Front Office Department ,

Key Achievements : I was able to learn and understand the functions and responsibilities of the hospital as a whole.

## DECLARATION

I hereby declare that all the above mentioned information is correct to the best of my knowledge and belief