



# GEETHU.S

## ADDRESS

SREEGEETHAM  
ADHICHANALLOOR P.O  
KOLLAM  
KERALA  
691573

## CONTACT

+919567234103  
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## CAREER OBJECTIVE

*To be able to enhance my knowledge and experience and to be able*

*Acquire challenging position where I can utilize my skills and abilities For the benefits of myself and the fast growing company*

## SKILLS

- ✓ Leadership and Management Expertise
- ✓ Good communication, written and oral skills
- ✓ Effective interpersonal skills
- ✓ Problem-solving Skills
- ✓ Team work
- ✓ Ability to work in a fast-paced environment to set deadlines

## PERSONALITY

- Communicative
- Punctuality
- Creativity
- Organized

## SUMMARY

A highly motivated individual experience as a hospital administrator, possesses strong interpersonal skills, Ability to handle training programs and manage staffs. Has the capacity to adjust in a fact paced environment, Ability to handle conflicts with different groups

## EDUCATION

- ✓ **PG Diploma in Hospital Administration & Healthcare Management Awareness certificate in NABH Standard**  
BERF International Institute
- ✓ **DCFM (Diploma in computer Financial Management)**  
Vizla Computer Training Institute  
2017 - 2020
- ✓ **B Com (Co operation)**  
The Chapter College kollam  
2015 - 2017
- ✓ **PLUS TWO**  
Sree Narayana Trust Higher Secondary School Chathannoor  
2014 - 2015
- ✓ **SSLC**  
NSS Higher Secondary School Chathannoor

## PERSONAL DETAILS

Date of Birth : 08/07/1999  
Father's Name : Sivaprasad S  
Mother's Name : Girija J  
Gender : Female  
Religion : Hindu, Ezhava  
Marital Status : Unmarried  
Alternate Contact : +919995183314

## EXPERIENCE

Two months internship in Administration Department, Azeezia Medical College, Meeyannoor, Kollam, Kerala (From March 2023 – May 2023).

## RESPONSIBILITIES

- ✓ Developed reports and documents for budgeting and expenditure control.
- ✓ Answered queries from doctors, nurses, and healthcare staff.
- ✓ Ensured prompt ordering and stocking of medical and office supplies.
- ✓ Supervised daily administrative operations, monitoring expenses and suggest cost effective alternatives.
- ✓ Supervised ward secretaries, administration staff and other personnel.
- ✓ Coordinated in Providing support services to hospital
- ✓ Supervised administrative services.

## DECLARATION

I hereby confirm that the information given above is true to the best of my knowledge and belief

Date:  
Place: ADICHANALLOOR

GEETHU S

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

## SOFTWARE SKILLS

- DCFM (Tally, E R P 9)
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

## HOBBIES

- ✓ Writing
- ✓ Painting
- ✓ Drawing
- ✓ Listening Music
- ✓ Travelling
- ✓ Cooking
- ✓ Driving