



# KARTHIKA E.R

## MY CONTACT

✉ Karthikaravier@gmail.com

☎ 8590820289

📍 Erakkath house  
mundathicode west (po) aravoor,  
Thrissur

## Skills

- Leadership
- Time management
- problem solving
- Delegation
- Team work

## SOFTWARE SKILLS

- MS OFFICE WORD
- MS OFFICE EXCEL
- TALLY ERP9
- TALLY PRIME
- GST
- SAP

## PERSONAL DATA

DATE OF BIRTH: 11-03-2000

MARITAL STATUS :SINGLE

NATIONALITY : INDIAN

## ABOUT ME

To use all my knowledge and skills in Human Resources management,Accounting and Auditing with a leading company that offers better challenges and opportunities for me to grow professionally

## EDUCATION

### MBA HUMAN RESOURCES MANAGEMENT

BHARATHIAR UNIVERSITY

YEAR : 2021-2023

result waiting

### DIPLOMA IN HOSPITAL ADMINISTRATION

ADI GROUP OF INSTITUTION

ISO 9001:2015 CERTIFIED INSTITUTION

Year of passout : 2023

### B.com COMPUTER APPLICATION

CALICUT UNIVERSITY ,KERALA

year of passout:2021

Grade : First Class

### AVODHA KERALA

GST ,TALLY,EXCEL

## WORK EXPERIENCE

Currently working in Lakshmi Hospital as  
Admin. (From June 2023)

## LANGUAGES KNOWN

- English
- Malayalam
- Tamil (Basic)
- Hindi (Basic)