

CONTACT

BIJINI KRISHNA

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization. Seeking a challenging and dynamic career, this will utilize my knowledge and experience. I see myself as a sincere, practical self-motivated with the ability to achieve set objectives independently.

EDUCATION

2022

- International School of Skill Development (ISSD) Kalamassery, TUV SUD
Hospital Administration
Completed

2023

- Newman College Thodupuzha, IGNOU
BA Politics
65%

2015

- Gov. HSS Kudayathoor, HSE Board, Kerala
Plus Two
85%

2012

- CMSHSS Melukavu, Kerala Board of Public Examination
SSLC
70%

EXPERIENCE

01-01-2023 - Working

- KIMS Sunrise Hospital, Kasaragod
PRO (Public Relation Officer)

1-07-2022 - 31-12-2022

- Chazhikatt Hospital Thodupuzha MDC (Medical Diagnostic Centre)
PRO and Front Office Assistant
6 month experience

1-05-2022 - 4-07-2022

- Intimazione Global Private Limited
Administration Executive
2 months experience

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- St. Marys Hospital, Thodupuzha
MRD Documentation
2 month experience

SKILLS

- 1, Leadership and communication skills 2, Ability to work in a team as well as using my own initiative. 3, Systematic and Hardworking. 4, Flexibility and adoptability 5, Problem solving and decision making

LANGUAGES

- English, Malayalam, Hindi, Tamil

PERSONAL DETAILS

- Date of Birth : 23-08-1996
- Marital Status : Single
- Nationality : Indian
- Sex : Female
- Father's Name : A.R Balakrishnan

ADDITIONAL QUALIFICATION

- * Medical coding
- * Tally

TECHNICAL KNOWLEDGE

- 1 Adopt with Microsoft office (MS Word, Powerpoint, Excel,)
- 2 Adobe Photoshop
- 3 Notepad Typing
- 4 Networking

DECLARATION

- I do hereby declare that all the information provided above is true to the best of my knowledge and belief.