

**BLESSY ANTONY**

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MADAYAMMALIL(H) MITHRAKARY PO 📍  
ALAPPUZHA KERALA, INDIA



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### OBJECTIVE

A Challenging and Rewarding career with Enables me to Utilize my knowledge and skills the best Possible way for the fulfillment of organizational Goals .

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### EXPERIENCE

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#### FIND FUTURE HR SOLUTIONS

20/07/2022 - 31/07/2023

HR RECRUITER

Intracting with Various Company's.

Collecting New Vacancy's.

Update Job details with client's.

Recording payment details of client's

Making Advertisement.

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### EDUCATIONNAL QUALIFICATION

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**Media Village College, changganachery, mg university**

2021

Bcom Finanace and Taxation

**St. George Higher Secondary School Muttar, kerala**

2017

High Secondary School Certificate

**St. Xavier's H. S Mithrakary, Alappuzha**

2015

Secondary School Certificate

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### PROFESSIONAL EDUCATION

Diploma in Hospital Administration TUV SUD & JAIN UNIVERSITY 12/10/2021 - 10/10/2022

PDCFA(Professional Diploma in Computerized Financial Accounting ) Exelnce Changganachery, Kerala State Rutronix. July 2020 - October 2021

SAP (FICO) IITMS Changancherry. Feb2021

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### INTERNSHIP AND PROJECT

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#### Study The Overall Functions in a Hospital

This Intership help to understand day to day function under quality department in Muthoot Hospital Kozhengerry 23rd November 2022to 9th December 2022.

#### Advertising

Making the complete details of Advertising as a part of PDCFA Project under Excellence changanacherry 2021.

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### TECHNICAL SKILLS

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Tally, Gst, ERP 9, Quick book,Ms word, Excel, power point, Data Entry , speed typing,Ad making , Editing

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## PERSONAL DETAILS

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Date of Birth : 02/10/1999

Marital Status : Single

Nationality : Indian

Gender : Female

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## SKILL

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Communication Skill

Leadership quality

Critical Thinking

Calm under pressure

Time Management

Confidentiality

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## LANGUAGES

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English ,Hindi, Malayalam.

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## DECLARATION

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I hereby declare that all the information furnished above is true to the best of my belief.

Place :Alappuzha

Blessy Antony