

SHIFANA. S



CONTACT

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☎ 9656207695
📍 Kottakkattu, Neelikulam, k.s pu
ram po karunagapally

PERSONAL DETAILS

Date of Birth : 27/01/2001
Marital Status : Single
Nationality : Indian
Father's name : Shajahan A
Mother's name : Shajila H

SKILLS

Problem solving
Communication skills
General administration
Human Resources Management (HRM)
Critical Thinking
Team work
Management skills
MS Excel
MS Word

REFERENCE

**Ann wency steelson - Valiyath
institute of medical science**
HR MANAGER

OBJECTIVE

Organized professional with excellent clerical skills possesses strong character profiling and interpersonal abilities. Great communicator manages time well to complete tasks to high standards. My goal is to find a full time Hospital Administrator position in the hospital

EDUCATION

2023	Pg Diploma : Hospital Administration And HR Management Berf international institute, kollam
2022	Advanced Diploma in Corporate Accounts management with SAP Additional certificate courses
2021	BA Malayalam Govt Arts & science college, karunagapally 67.8%
2018	+2 Commerce GHSS chavara 78.5%
2016	SSLC Govt HSS karunagapally 86%

EXPERIENCE

1/09/2023	Administration Trainee
-	Valiyath institute of medical science
30/09/2023	

DECLARATION

I Shifana S ,i hereby declare that all of the information given above is true to the best of my knowledge
Shifana S