# SHIFANA, S

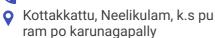


# **CONTACT**

shifana2701@gmail.com



9656207695



# **PERSONAL DETAILS**

: 27/01/2001 Date of Birth

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

# **EXPERIENCE**

**Administration Trainee** 1/09/2023 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