MALAVIKA. E

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📱 8138095671

📍 'Praveen Nivas' Po Chattukappara Kannur, kerala

OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

PERSONAL DETAILS

Date of Birth : 26/11/2000
Marital Status : Single
Nationality : Indian
Gender : Female

SKILLS

Time management

Hardworking

Problem solving

Leadership

Adaptability

Empathy

LANGUAGES

English

Malayalam

Tamil

EDUCATION

2023 — **Jain university**
PGDM In Hospital Administration

2022 — **Kannur University**
BBA

2019 — **Government Higher secondary school Chelora, kannur**
Plus Two

2017 — **Chovva Higher Secondary school, Kannur**
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EXPERIENCE

April 16 - September 17 — **Aster Mims Kannur**
Operations Department - Intern
Ensure Patient satisfaction through effective Feedback collection and analysis of the same.
Ensure that the quality of service is uniform and satisfactory in all departments.
Finding Top performing employees with regards to Patient Feedbacks
Report Making and Analysis on Daily, Weekly and Monthly basis.
Data Analysis and Decision making

COMPUTER KNOWLEDGE

Well versed MS Office

Excel and Tally

SAP

DECLARATION

The above mentioned information are true to my knowledge