

 +91 8891321637

 aryaanu163@gmail.com

 Nikathuthara House  
Nayarambalam P O  
Ernakulam. 682509

## COMPUTER SKILLS

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- Bookkeeping
- Mail Correspondence
- Data Entry
- Spreadsheet
- Slide Presentation

## PERSONAL SKILL

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- Emotional intelligence
- Time management
- Verbal & Written Communication

## LANGUAGES

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- Malayalam
- English
- Hindi

# ARYA N REJEEV

## CERTIFIED HOSPITAL ADMINISTRATION

### CAREER OBJECTIVE

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I am a certified hospital administrator. I consider myself a responsible and orderly person. I'm looking forward for my first job experience & I assure you that I can do my best for the growth of your institution.

### EDUCATION

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**Bharatiar University Chennai (on going 2021-)**

- **BA English Language & Literatures**

**St. Teresa's College Ernakulam**

- **BA English Language & Literatures (2016-19 disc.)**

**International School Of Skill Development**

- **Diploma In Hospital Administration (2022)**

**Govt. Girls Higher Secondary School Ernakulam**

- **+2 Humanities**

Date :

Place : Ernakulam