



# SHEREENA KJ

I am seeking challenging opportunities where I can fully use my skills for the success of the organization.

## WORK EXPERIENCE

10th July 2023 - 10th January 2024 (internship)

Present

### Rajagiri Hospital - Chunagamvely

#### Aluva Ernakulam

- Coordinating with the Departments for Medical certificate and Treatment plans
- International Patient Coordination

6th December 2021 - 26th May 2023

### Wholesale Cosmetic Shop - Thrissur

- Accounting Section
- Billing and Sales

## EDUCATION HISTORY

- **Post Graduate Diploma in Hospital Management (2023)**

Minerva Academy - Thrissur

- **Diploma in Financial Accounting (2022)**

Gtec Computer Education - Ambaloor, Thrissur

- **BA English Literature (2018)**

Prajyothi Nikethan College - Pudukad, Thrissur

- **Computer Science (Plus two, 2013-2015)**

ST. Antony's - Pudukad, Thrissur

- **SSLC (2013)**

GVHSS - Pudukad, Thrissur

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Kizhakkanooran (H)  
Pudukad P. O  
Chackochira,  
Pudukad, Thrissur  
680301

## PERSONAL DETAILS

DOB : 03/01/1998 Marital  
Status : Single Nationality :  
Indian Religion : Christian  
Gender : Female Place :  
Thrissur,  
Kerala

## SKILLS

- Communication Skills
- Computer Skills ( MS Office, Tally)
- Leadership Skills
- Problem Solving Skills
- Time Management
- Interpersonal Communication Skills

## LANGUAGE

- English
- Tamil
- Malayalam