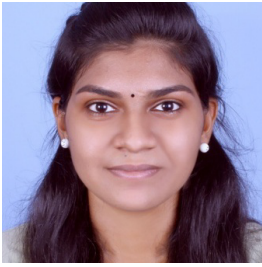


ANJALY UDAYAKUMAR



✉ anjaliammuzanjali1998@gmail.com

☎ 8714963847

📍 Karthika, Ambalappuram, Kottarakkara, Kollam, Kerala.

🚀 SKILLS

Good Communication

Leadership quality

Basic computer knowledge

Patient care and Assistance

Problem Solving

👤 PERSONAL DETAILS

Date of Birth : 10/08/1998

Marital Status : Single

Nationality : Indian

Religion : Hindu

Gender : Female

🗣️ LANGUAGES

Malayalam

English

Hindi

🎯 OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

📅 EXPERIENCE

MRD Incharge cum Reception Assistant 24/03/2021 - 30/03/2023

Karunya Eye Hospital

Patients Medical Records keeping, File making, Billing and Patients care assistance. Helping and Assisting Reception desk in an leading Eye hospital. Multi-tasking as front office executive, store keeping, billing, registration, cashier, GDA etc.

🎓 EDUCATION

Diploma in Hospital Administration

On going

Jain university

+2 Science

2014 - 2016

Board of Higher Secondary Examinations

74%

SSLC

2014

Board of Public Examinations

78%