



SNEHA PREEJESH

CONTACT

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Address

Thoovakunnon house
Muzhappilangad PO,670662
Kannur ,Kerala .

TECHNICAL SKILLS

- MS WORD
- TALLY
- MS EXCEL
- MS POWER POINT
- Type Writing Malayalam
- Type Writing Malayalam
- Shorthand English
- Shorthand Malayalam

PERSONAL DETAILS

DATE OF BIRTH : 22/05/1993

AGE 30

NATIONALITY : INDIAN

LANGUAGES

KNOWN : MALAYLAM,
ENGLISH, HINDI

OBJECTIVE

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it, and I assure to uphold your quality standards, policies and procedures. I am hard working person and have the ability to work in a team and ready to cooperate.

EXPERIENCE

ADMIN MANAGER

3 Year experience as admin manager in Dr. shaji's MRI centre.
(India's first NABH Accredited MRI center).

EDUCATION

DIPLOMA IN HOSPITAL ADMINISTRATION (TUV SUD CERTIFIED)

2023

ISSD KALAMASSERY, ERANAKULAM

BCOM (COPERATION)

2013

KANNUR UNIVERSITY

PLUS TWO (OFFICE SECRETARYSHIP)

2010

Board of vocational higher secondary examination

SSLC

2008

Kerala Board of Public Examination