

AJEENA P. S

H.NO 5/1287

Kochi

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Recent BA English and Literature graduate with a specialized Diploma in Hospital Administration seeking an entry level opportunity in a healthcare sector. Seeking to pursue a challenging career in an organization that will provide me with opportunities to explore my talents to the fullest, leading to the betterment of myself and the organization.

Skills

- Ability to work well in a team
 - Attention to detail and accuracy in completing tasks
 - Effective verbal and written communication skills
 - Quick learner
 - Detail-oriented with organizational skills
 - Teaching skill
 - Leadership qualities
 - Sincere, honest and dedicate
 - Disciplined and sociable
 - Hardworking self-motivated and result oriented
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Software

- Tally
 - SAP
 - Microsoft Office Suite (Word, Excel, PowerPoint)
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Education qualifications

Diploma in Hospital Administration 2023-2024
Adi Institute of Management Studies (Jain University)

Bachelor of Arts in English and Literature 2020-2023
Siena College of Professional Studies
(MG University)

Plus- Two - Higher Secondary 2018-2019
GGHSS Mattancherry, Kerala

SSLC Kerala Board 2017
Fatima Girls High School Fort Kochi

Language

- English - Read, Write, Speak
- Malayalam - Read, Write, Speak
- Hindi - Read, Write

Declaration

I, hereby declare that the above information is correct and true to the best of my knowledge and belief and I assure you that if given a chance, I will prove myself to be the right person for this organization.