



SARIGA.K

CONTACT

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PERSONAL DETAILS

Date of Birth : 23/02/2002
Nationality : Indian
Religion : Hindu
Gender : Female
Language : English, Malayalam

SKILLS

Active listening

80%

Time management

80%

Adaptability

80%

Strong organization skills

80%

Capacity to make responsibility

80%

PROFESSIONAL SUMMARY

A dynamic professional who has recently completed advanced Diploma in Hospital Administration with advanced knowledge in the functioning of a hospital, looking for a suitable position in a reputed organisation which offers excellent, working environment potential growth and advancement.

EXPERIENCE

INTERNSHIP

AT RAJAGIRI HOSPITAL, ALUVA
OPERATION DEPARTMENT

Orthopaedic & spine surgery

Handled enquiries and explain procedures. Communicates with patients and solve their problems. Guide the surgery advised patients to the surgical desk, dealing with xray reports)

04 /12/2023 to 04/03/2024

ACADEMIC QUALIFICATION

DIPLOMA IN HOSPITAL ADMINISTRATION

JAIN UNIVERSITY

2023

BA SOCIOLOGY

CALICUT UNIVERSITY

2022

PLUS TWO

GMHSS PERITHALMANNA

2019

SSLC

NHSS KOLATHUR

2016

CERTIFICATIONS

SAP

TALLY

DECLARATION

I assure that the above details are true to my Knowledge and belief.

SARIGA K

