



LAKSHMI A NANDHANA

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8714916429 

Kochuveettil house Elappara po elappara Idukki, Kerala Pin - 685501 

OBJECTIVE

I Seek challenging opportunities where I am fully use my skill for the success of the organisation

EDUCATION

BBA

2024

Teams college Bharathiyar University, Ernakulam
Persue

Diploma in Hospital administration

2023

Viswavidyapeedm Educational Institution, Kakkanad

Stenography in Secretarial Practice

2023

GCI college and Technology, kanchiyar

Higher secondary

2020

St Mary's higher secondary school, marykulam
Commerce with Computer Applications

SSLC

2018

St Joseph's High school, Chinnar

SKILLS

Organization skill

Team work

Data Entry

Excel, MS Office

Emotional intelligence

Typing

EXPERIENCE

Front office executive

01/07/2023 - 31/10/2023

Krishna hospital

Appointment Executive

07/10/2023 - 22/12/2023

Sunrise hospital

ACHIEVEMENTS & AWARDS

Certificate In National Service Scheme

Guinness World record in mohiniyattam dance
performance 2020

LANGUAGES

Malayalam, English, Tamil