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📍 Kottayam, Kerala, India

PERSONAL INFO.

Nationality : Indian
Marital Status : Single
Date of Birth : 03/10/1997
Gender : Female
Passport No : U5212261
Date of Expiry : 05/03/2030

ACADEMIC QUALIFICATIONS

- International School of Skill Development
Diploma in Hospital Administration
September 23 - December 05
- Sree Narayana Gurukulam College of Engineering
MBA in HR and Finance
2019-2021
- Kuriakose Elias College
B.Voc Retail Management and IT | CGPA ; 6.57/10
2015-2018
- Vocational Higher Secondary Examination, Kerala, India | 78%
Senior Secondary
2013-2015
- Board of Public Examination, Kerala, India | 70%
Secondary
2012-2013

SOFTWARE PROFICIENCY

- **MS Office**
Word | Excel | PowerPoint

CERTIFICATIONS COURSES

- Skill Development and Entrepreneurship (RASCI)
- MS Office and Excel
- Vocational Skill Building Programme on RETAIL SALES for ICICI
- Legal Framework for Compensation Management
- TCS Digital Learning -career Edge - Knockdown the Lockdown

ARUNIMA C. S.

PROFILE SUMMARY

Competent team player with clerical and basic healthcare skills looking for position in a busy, growing medical facility. Willingness to take on added responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

WORK EXPERIENCE

Devi Hospital Pvt. Ltd. | HR trainee and PRO trainee

21st June 2023 -Working...

- Manage incoming and outgoing posts. Schedule interviews, and manage calendars and diaries on the online system. Learn how to complete maintain payroll records effectively.
- Responsible for maintaining the desired image of a health care facility in the public eye.

Jayakrishna Enterprises | Accounting and Customer Dealing

15th August 2021 – 23rd October 2022

- Analysis, examin, interpret records. Compine financial information and reconcile report and financial data.
- Take ownership of customer issues, troubleshoot problems and drive resolutions.
- Customer handling - Communicate with customer to know about their needs.

Jayakrishna Enterprises | Sales and Customer Dealing

20th February 2018 - 10th March 2019

- Serves customers by selling products and meeting customer needs.
- Handle customer complaint, provide appropriate solution and alternative within the time limit.

INTERNSHIPS

- **HR Trainee**
Arbee Aquatic Proteins Pvt. Ltd. Kottayam, Kerala
Duration : 01month
- **Marketing Sales Executive**
Berger Paints India Ltd. Ernakulam, Kochi
Duration : 02months
- **TellCaller (Retail Trainee)**
Berger Paints India Ltd. Ernakulam, Kochi
Duration : 01 month
- **Sales Executive (Retail Trainee)**
LG Electronics India Pvt.Ltd. Ernakulam
Duration : 01month
- **Sales Executive (Retail Trainee)**
Sugar N Spices Kottayam, Kerala.
Duration : 01month

MAJOR PROJECTS

- Employee welfare activities at Cochin Shipyard Ltd.
- Employees Grievance Handling Procedure at FACT.

HOBBIES AND INTERESTS

- Reading | Painting | Drawing

LANGUAGES KNOWN

- English | Malayalam| Hindi