

# RESUME

## **JAYAKRISHNA J**

**BINU BHAVAN,  
KARAKKAD P.O  
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### **CAREER OBJECTIVE**

To work in a progressive and growing organization where my skills are realized and my knowledge is enhanced for my personal development as well as for the benefit of the organization.

### **PERSONAL DETAILS**

Name	:	<b>JAYAKRISHNA J</b>
Date of Birth	:	12/12/1992
Nationality	:	Indian
Sex	:	Female
Father's Name	:	Krishnankutty
Mother's Name	:	Jayasree
Religion	:	Hindu
Marital Status	:	Married
Languages knows	:	Malayalam, English, Hindi & Tamil

### **EDUCATION QUALIFICATION**

- **Diploma in Hospital Administration (2022)**  
Ignite Skill Academy, Kochi
- **PLUS TWO (2021)**  
Board of Higher Secondary Examination
- **Diploma in Computerized Financial Accounting (2011)**  
Accounts service society (ASS)
- **SSLC (2008)**  
VSSHS Koippallikarazhma, Mavelikkara, Alappuzha

## EXPERIENCE DETAILS

- 3 months experience as Medical Records Department and Front Office Chitra Multi Specialty Hospital, Pandalam from 18<sup>th</sup> April 2022 to 18<sup>th</sup> July 2022.
- 1 Year 7 months experience as Medical Records Department and Reception in Chitra Multi Specialty Hospital, Pandalam from 1<sup>st</sup> August 2022 to 31<sup>st</sup> March 2024.

## SKILLS

- Good Communication skills
- Interpersonal skills
- Good handwriting
- Problem solving skills

## PROJECT

- Organizational study of Medical Records Department

## INTERESTS

- Singing
- Writing
- Travelling
- Cooking

## DECLARATION

I hereby declare that above particulars are true and correct to the best of my knowledge and belief.

Place : Karakkad

Date :

**JAYAKRISHNA J**