



JISHFA S

Content Executive

PROFILE

Completed hospital administration course, worked as content executive at Avenirtek Digital Private Limited company, Perumbavoor

CONTACT ME

 9048023981

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 Kunnamkkadu (H)
Pezhakkappilly P. O
Muvattupuzha

➤ EDUCATION

INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT

Hospital Administration
2019

GOVT. HIGHER SECONDARY SCHOOL PEZHAKKAPPILLY

2017-2018

➤ LANGUAGE

Malayalam

English

Tamil

➤ COMPUTER SKILLS

Microsoft Word

Microsoft Excel

Spreadsheets

➤ EXPERIENCE

CONTENT EXECUTIVE

Multi tasking content executive with 4 years of experience in content distribution & general office duties. The responsibilities were to handle customer queries, computer operator, mail processing distribution and maintain records management & database systems.