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📍 Charivumvasathu, Muttathukonam PO,  
Elavumthitta, Pathanamthitta, 689625

## 🚀 SKILLS

Communication skills

Responsible

Punctuality

Decision making

Patience

## 👤 PERSONAL DETAILS

Date of Birth : 20/05/1997

Marital Status : Single

Religion : Christian

Gender : Female

## 🗣️ LANGUAGES

English

Malayalam

Hindi

## 🎯 OBJECTIVE

Dedicated and detail-oriented professional seeking a position under Hospital Administration department, such as the Medical records department, Ward assistant, or Quality department. With a passion for healthcare administration and a strong commitment to accuracy and efficiency, I aim to contribute my skills and expertise to support the smooth operation and quality improvement initiatives within the hospital setting.

## 📅 EXPERIENCE

**Guest Relation Intern** Jan 2024 - April 2024  
Muthoot Health care (NABH Accredited Hospital),  
Kozhencherry  
Provided frontline support to hospital guests, ensuring their comfort and satisfaction throughout their stay.  
Assisted guests with enquires, appointments, and directions. Demonstrating strong communication and interpersonal skills.  
Collaborated with hospital staff to address guest concerns promptly and effectively enhancing overall guest experience.

## 🎓 EDUCATION

**Msc in Zoology** 2019  
Catholicate College, PTA  
73%

**Diploma in Computer Application** 2016  
TCIL-IT

**Higher Secondary Education** 2014  
SNDPHSS Muttathukonam, PTA  
87%

**Metriculation** 2012  
Board of Public Examination, Kerala  
88%

## 🏆 ACHIEVEMENTS & AWARDS

Attended 'WALKATHONE 2014' organized by students for palliative care of initiative Alpha Palliative Care on 16-oct-2014 at Pathanamthitta to spread message 'Who care? We do! Care Endosulfan victims' in honour of world Hospice and Palliative Care day.

Attended 2 day programme on 'Disaster Management and Drought' organized by District Administration in association with Institute of Land and Disaster Management, Thiruvananthapuram and Nehru Yuva Kendra.