



MADHURIMA

CONTACT



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Sharjah, UAE

COMPUTER SKILL

- Accounting packages Tally,

SKILLS

- Communication
- Time management
- Leadership
- Honesty
- Self -initiative

COMPETENCIES

- Administrative support
- Security surveillance
- Office administration
- Compatible with any team
- Willingness to learn new things
- Will power & determination
- Confidence & innovativeness

LANGUAGE

- English
- Hindi
- Malayalam

PERSONAL DATA

- Gender : Female
- DOB : 29/09/1998
- Nationality : Indian
- Marital status : Married
- Visa status : Spouse Visa

CAREER OBJECTIVE

To build a career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal, and climb the career ladder through continuous learning and commitment.

EXPERIENCE

FRONT OFFICE EXECUTIVE

HOLYCROSS HOSPITAL-KOTTIYAM ,INDIA

OCT 2022 - NOV 2023

- Greet and welcome visitors, clients, and guest professional and friendly manner.
- Manage incoming calls, inquiries, and direct them to the appropriate person or department.
- Create and manage budgets to ensure the financial stability of the hospital.
- Oversee billing, revenue collection, and financial reporting.
- Implement cost-saving measures without compromising patient care

EDUCATION

CERTIFICATE COURSE IN HOSPITAL ADMINISTRATION

International school of skill development -ISSD 2022

GRAGUATE IN B.COM WITH COMPUTER APPLICATION

Kerala University 2017-2021

BOARD OF HIGHER SECONDARY EXAMINATION

Science - 2016