



# MADHURIMA

## CONTACT



+971565915857



madhurimavinod1998@gmail.com



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