

# Kajal Babu

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**Career Objectives:** To pursue a dynamic and challenging carrier with an organization of repute, this gives value addition to the organization as well as opportunity to enhance professional skills while getting a high level of satisfaction and recognition. I will perform up to my best aptitude.

## Work Experience

### 1. DESK SUPERVISOR

**Company:** ST.JOHNS MEDICAL COLLEGE, BANGALORE

**(Duration:** 10.05.2023 to 13.08.2024)

### 2. HOUSE KEEPING DESK SUPERVISOR

**Company:** KIMS HEALTH TRIVANDRUM

**(Duration:** 15.03.2023 to 10.04.2023)

### 3. PATIENT COORDINATOR.

**Company:** SREE NARAYANA TRUST MEDICAL MISSION, Kollam

**(Duration:** 01.10.2022- 10.03.2023

#### **Duties**

- Handling patient complaints and concerns.
- Providing appropriate information to patients their relatives and visitors.
- Overseeing VIP guests, arrivals and departures.
- Ensuring patient satisfaction.

### 4. PUBLIC RELATION OFFICER.

**Company:** SIVAGIRI SREE NARAYANA MEDICAL MISSION HOSPITAL, Varkala

**(Duration** 01.April.2022 to 30.Sep.2022)

#### **Duties**

- Handling patient complaints and concerns.
- Providing appropriate information to patients their relatives and visitors.
- OP enquiry and registration.
- On patients discharge regarding their health status and follow

## Education

### 1. HOSPITAL ADMINISTRATION

2020-2021/Certification in Hospital Administration/International School of skill development (TUV SUD, Germany)

### 2. BACHELOR OF ARTS

BA Economics/ Georgian College of Advanced Studies, Kerala university (2016-2019)

### 3. HIGHER SECONDARY

(HSE - State Board) – 12th Grade (2014-2016)

### 4. S.S.L.C Examination

Board Of Public Examinations Kerala (2014-2016)

## Technical Expertise

- MS Office.
- Advanced Excel.

## Professional Strength

- Possess excellent analytical and communication skills
- Smart working and dedication towards work.
- Decision Making according to circumstances
- Creative and adaptive nature

## Personal Details

Gender : Female

Date of birth : 30-07-1998

Father's name : BABU B

Nationality : Indian

Marital status : Single

Visa status : Visiting visa

Place of Residence : Dubai,UAE

Phone : +971 0506903852

### DECLARATION

*I do hereby confirm that the information given in this resume is true and correct to the best of my knowledge. In case any error or omission is found at later date, I shall be liable for the consequences*

Date:

Kajal Babu

## Hobbies

I am interested in creative arts and creative works, and also like to read books. I wish to travel around the world, travelling makes me happier. Listening to music makes my mind perfect in addition to above cooking is one of my passion

## IT & Computer Skills

Office Utilities: MS Office

## Language known

- Malayalam- ***Read/Write/Speak***
- English- ***Read/Write/Speak***
- Hindi- ***Read/Write***