**First Name of Application CV No 1660428**

Whatsapp Mobile: +971504753686



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**OBJECTIVE**

 Accepting the ever mounting organizational challenges and counters the same with all my strengths to

see myself and my organization on the fast track of growth and success.

 Willing to work in a multi-cultural environment, handling ambiguous and challenging situations.

**PROFESSIONAL EXPERIENCE**

**Job profile**

**Worked as Medical Superintendent’s Secretary in a reputed Medical Centre, Kerala from 03/Feb/2014 – 21/Sep/2015.**

a. Creating Purchase Order.

b. Correspondence and filing letters concerning to the M. S Office.

c. Preparation of monthly Statistics forwarding the same to the Finance Manager.

d. Preparing attendance details of Doctors and Administrative Staffs & forwarding the same to the MD

e. Arranging the Casualty and ICU Duty Doctors.

f. Preparation of monthly attendance details of Doctors & Administrative staffs and forwarding the same

to the Finance Manager and Medical Superintendent.

**ACADEMIC QUALIFICATIONS**

* **MCA** – K V V S INSTITUTE OF TECHNOLOGY, Kaithaparambu, Adoor, University of Kerala
* **B. Sc Computer Science**- N.S.S COLLEGE , Konni, M.G. University, Kottayam
* **H S C** – (Kerala Higher Secondary Examination Board)
* **SSLC**- (Board of Public Examinations Kerala)

**COMPUTER SKILL:-**

 Languages: PHP, C, C++, . net

 Operating Systems: Windows xp, Windows 7, Windows 8

 Applications: MS Office, Photoshop

**PERSONAL TRAITS:-**

* Goal Oriented.
* Dynamic & Hardworking.
* Sincerity
* Interactive Personality
* Dedication
* Confidentiality

**PERSONAL PROFILE:-**

Date of Birth : 07-12-1988

Nationality : Indian

Marital Status : Married

Language Known : English, Hindi, Malayalam.