** MISHA**

[**MISHA.336708@2freemail.com**](mailto:MISHA.336708@2freemail.com)

Career Objective:

Seeking a position in your esteemed organization that gives me the scope to enrich my knowledge and skills with continual learning and professional growth.

Academic Chronicle:

* **Bachelor of Medical Radiological Technology**

University College of Medical Education under Mahatma Gandhi University, Kottayam Kerala(2009-2013)

* **Twelfth Grade**

Mar Dionysius School and Junior College

Percentage: 70%. (2008-2009)

* **Tenth Grade**

Carmel Convent School and Junior College

Percentage: 86%. (2006-2007)

Work Experience:

* Worked in HCG CANCER SPECIALITY AND RESEARCH CENTRE,BANGALORE

for 2 years

Administrator Skills:

* Well organized and able to prioritize work in an efficient manner.
* Providing high quality customer service.
* Good level of numeracy.
* Good at juggling tasks and prioritizing.
* Impeccable telephone manners.
* Resolving and managing queries to closure.

Secretarial Duties Technical Ability:

* Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point.
* Internet Browsing

Interpersonal Skills:

* Dynamic performer under stressful conditions and strong interpersonal skills.
* Flexible in working environments and willing to adapt and change.
* Efficient in multitasking and doing works independently.
* Capable to understand and solve problems.
* Calm and composed under pressure and able to work to tight deadlines.
* Ability to work within a busy and demanding team environment.
* Able to work with minimum amount of supervision and on own initiative.

Personal Details:

NAME : MISHA

DATE OF BIRTH : 10/04/1991

GENDER : FEMALE

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH,HINDI,MALAYALAM, AND TAMIL

Declaration:

I do declare that the above information is factual to the best of my knowledge. If given an opportunity, I assure to do my best of abilities in your esteemed organization