**RESUME**

**NIDHI** 

Email: [nidhi.373029@2freemail.com](mailto:nidhi.373029@2freemail.com)

To work in a competitive environment that enables me to enhance my skills and creativity to the maximum and provides me a ground to learn and equip myself from day to day job affairs that will add value mutually to me as an individual as well as to the company’s growth

**EDUCATION**

* Passed with first class in PG Diploma in Public Relations and Advertising from Kerala Press Academy, Kakkanad, Kerala, India
* Passed with first class in B.A. Communicative English degree course offered by MG University at Assumption College, Changanassery, Kerala, India

**SKILLS GAINED**

* Computer skills: M.S. Office, Preapproval and Submission of claims

**EXPERIENCE**

* 6 months experience as **Insurance Co- Ordinator** at Al Mashaher Medical Centre, Sonapur, Dubai
* 6 months experience as **Insurance Co-Ordinator at Huda Trust Hospital**, Haripad, Kerala, India (1st Aug 2015 to 31st Jan 2016)
* Two year experience as **Public Relations Officer at SN Hospital**, Kayamkulam, Kerala, India (3rd Jan 2013 to 10th Jan 2015)
* One year experience as **Public Relations Officer at Deepa Hospital**, Haripad, Kerala,India (2nd Jan 2012 to 31st Dec 2012)

**PERSONAL ATTRIBUTES**

* Confident, Hardworking, Enthusiastic, Self-motivated, Responsible, Creative, Resourceful, Dynamic team player with leadership charisma
* Above all a volunteer and always have an urge to forward and render a helping hand
* Good Communication and Administrative skills

**PERSONAL PROFILE**

**Born**: 4th April 1989

**Age**: 28 years

**Sex**: Female

**Religion**: Hindu

**Nationality**: Indian

**Marital Status**: Married

**Visa**: Husband visa

**DECLARATION**

I do hereby declare that the above furnished details are true to the best of my knowledge and belief