RESUME

## TINA

Email: [tina.387969@2freemail.com](mailto:tina.387969@2freemail.com)

#### 

**Objective:**

Ambitious, determined and self-motivated young Management Professional seeking a responsible and challenging position to utilize and enhance upon my skills and abilities in a firm that offers professional growth while being resourceful, innovative and flexible.

**Personal Attributes:**

* A good team worker and have a quick grasping power.
* Good communication skill and adaptive to change.
* Self- confident, hardworking and competent
* High level of commitment
* Quench to learn new things

### Work Experience

* Worked in Insurance department in Advanced Care Medical Center, Al Quoz, Dubai, UAE from 01-11-2015 to 31-05-2017
* Worked as Quality Assistant in St.Thomas Hospital, Chethipuzha, Kerala from 8-10-2014 to 17-04-2015.

# **Academics**

* Passed **Certified Proffesional Coding (CPC)** exam conducted by AAPC on April 2018, Member ID: 01593863
* **Masters in Business Administration in Health Care Services** at St. Thomas College of Allied Health Sciences, Kerala in 2014 with an aggregate of **79.46%.**
* **B.Sc. Nursing (Mahatma Gandhi University )** at St. Thomas College of Nursing, Kottayam, Kerala in 2012,
* **HSE – (Biology Science**) St. Theresa’s Bethany Convent HSS, Chengaroor (2007)
* **SSLC** - St. Theresa’s Bethany Convent HSS ,Chengaroor (2005)

Internship done

* PROBLEM STUDY – 1month

A study to analyse the retention techniques followed among Nurses in Holy cross Hospital, Kottiyam, Kollam.

Conferences attented

* Medallion 2013 – Two Day International Conference on “Current Trends in Public Health & Hospital Administration”.
* Sanlois 2012 – Two Day National Conference for healthcare professionals on “Legal Practices”.

Computer knowledge

SOFTWARE PACKAGES : Certificate in Computerized Accounting.

# **Personal Profile**

Name : TINA

Date of Birth : 27-06-1989

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi and Malayalam