**RESHMA**

[Reshma-395263@2freemail.com](mailto:Reshma-395263@2freemail.com)

PO

**Post Applied For:ADMINISTRATIVEASSISTANT/ EXECUTIVE&HR ASSISTANT**

PROFESSIONAL EXPERIENCE

**ADMINISTRATIVE EXECUTIVE**-

PUSHPAGIRI MEDICAL COLLEGE HOSPITAL (Aug 2016 to Sep 2018)

* Manage internal and external programs for the hospital dealing with enquires from the public, press and relative organizations.
* Coordinate training and development programs for employees.
* Make necessary arrangement for inspection purpose.
* Coordinate leave, absence and attendance report.
* Maintain records of employees.
* Collect resume from people, and sort out according to their education, conducting internal level of recruiting.
* Issue different types of certificates.

**HR ASSISTANT** –

S H MEDICAL CENTRE HOSPITAL (Aug 2015-Aug2016)

* Answering employee’s questions.
* Processing incoming mails.
* Creating and distributing documents.
* Providing customer service to organization employees.
* Maintaining computer system by updating and entering data.
* Setting appointments and arranging meetings.
* Participating in recruitment effort.
* Posting job and organizing resume and job applications.
* Scheduling job interviews and assisting in interviews process.
* Collecting employment and tax information.
* Preparing new employee files.
* Orienting new employees to the organization.
* Administrating new employment assessment.
* Serving as a point of person for all new employee questions.

PERSONAL SKILLS

* Self-confidence
* Willingness to learn
* Team work &Good communication skills
* Time bound to duties positive thinking
* Confident and committed to excellence
* Dedication to work

OBJECTIVES

To be in a position that would enable me to prove my dedication, excellence and discipline in my work and be given a chance to show that I’m consistent in striving hard to employer’s expectation, and work for the growth and development of organization and myself.

PASSPORT DETAILS

Date of issue - 04/06/2018

Date of expiry - 03/06/2028

Place of issue - COCHIN

PERSONAL DETAILS

DOB : 01/10/1992

Religion : Hindu

Marital status: Married

Blood group : O +ve

EDUCATION

* Sikkim Manipal University

**MBA** 2015

* MG University

**BSC(Microbiology)**  2013

* Board of Kerala (12th)

**Higher Secondary School** 2008-10

* Board of Kerala (10th)

**High School Education SSLC** 2008

EnglishHindiMalayalam

VISA STATUS

TYPE : VISIT

VALID FROM : 30/Oct/19

EXPIRY DATE : 11/02/2020

ACADEMIC EXPOSURE

* For One Month half day posting (for 2 years) in all the administrative and clinical departments at St Thomas Hospital Chethipuzha.
* One Month Observation training at Thiruvalla Medical Mission hospital
* One month Observation training at St Gregarious Hospital Parumala

LANGUAGES

* English
* Hindi
* Malayalam

ACHIEVEMENTS

* Best Outgoing Student of Assumption College Changanacherry in the year 2013.
* Participated in management fest conducted by Marian college Kuttikanam.
* Participated in National Management fest conducted by DCSMAT,Vagamon
* Participated in WIPRO Orientation Programme during 2013.
* Attended International and National level seminars.

DECLARETION

I hereby declare that the information furnished above is true to the best of my knowledge.

Dubai10/11/2019 Reshma

IT SKILS

* Microsoft Word
* Power Point
* Internet.

CONFFERENCE ORGANIZED

* National conference HORIZON 2014-“UPDATES RECENT TRENDS IN HEALTH CARE, PLAN, REFORM, INNOVATIVE –THE FUTURE IS NOW” ON 17th&18thJanuary 2014.
* International conference MEDALION 2014 on 24th&25th January 2014.
* International conference MEDALION 2015 on 26th&27th March 2015