



E-Mail : aathu8206@gmail.com
Contact : 054 4095797
Location : Abu Shagara, Sharjah

EDUCATION

DIPLOMA : HOSPITAL ADMINISTRATION

*International School of Skill Development (ISSD) - India
January 2024*

DIPLOMA : TALLY ERP & ADVANCED MS EXCEL

*G Tech Computers
April 2024*

BACHELOR OF ART : BUSINESS & ECONOMICS

*University of Calicut – Kerala, India,
April 2019*

LANGUAGES KNOWN

English
Hindi
Malayalam (Native)

PERSONAL DETAILS

Date of Birth : 02/10/1999
Marital Status : Married
Nationality : Indian
Passport no : B8211126
Visa Status : Visit

ATHIRA R

[HOSPITAL ADMINISTRATION]

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person, a mature team worker and adaptable to all challenging situations. Looking for the creative position in a progressive organization in **HOSPITAL ADMINISTRATION & HUMAN RESOURCE MANAGEMENT** where I can use my abilities and Hard work towards the achievement of Organizational objectives as well as my Professional Career growth.

WORK EXPERIENCE

ADVOCATE CLERK

CIVIL COURT – OTTAPALAM, PALAKKAD (July 2019 – January 2023)

Duties & Responsibilities –

- Managed high volume client caseloads with careful planning and organization
- Maintained knowledge of disclosure required for continuous compliance
- Attended meeting with clients and negotiated with agencies on behalf of client
- Wrote comprehensive and articulate reports, letters and emails on behalf of client
- Provided focused and timely advocacy support to agreed upon targets and time scales
- Maintained accurate and up to date record of all advocacy cases using prescribed formats and with confidentiality

SKILLS & PROFICIENCY

COMPUTER SKILLS

- Tally ERP / Tally Prime
- Advanced MS Excel
- Microsoft Office Suite
- File/records maintenance
- Accuracy in details & tasks

PROFESSIONAL SKILLS

- Good Communication & Pro-active problem solver
- Adaptive to change. Quick Learner. Hard worker
- Excellent ability to establish good relationship with people
- Self-starting & detail oriented with ability to operate in high pressure environment and to manage crisis

DISCLAIMER

I do hereby bear the responsibility that all information furnished above is true and updated to the best of my knowledge

- ATHIRA R