



ATHIRA R

HOSPITAL ADMINISTRATION

CONTACT

- +971 544095797
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- Abu Shagara, Sharjah

EDUCATION

May 2023 - Jan 2024
HOSPITAL ADMINISTRATION
International School of Skill
development (ISSD)

July 2016- April 2019
BACHELOR OF ART - ECONOMICS
University of calicut

LANGUAGES

- English
- Hindi (Intermediate)
- Tamil
- Malayalam (Native)

PERSONAL INFO

- D.O.B : 02 /10/1999
- Marital Status : Married
- Nationality : Indian
- Passport No : B8211126
- Visa Status : Visit

PROFILE

I am seeking for a creative position in a progressive organization in **HOSPITAL ADMINISTRATION & HUMAN RESOURCE MANAGEMENT** where I can use my abilities and hard work effectively towards achieving Organizational objectives and my Professional Career.

WORK EXPERIENCE

ADVOCATE CLERK (JULY 2019 - JAN 2023)

CIVIL COURT ,OTTAPALAM, KERALA, INDIA

- Managed high volume client caseloads with careful planning and organization
- Attended meeting with clients and negotiated with agencies on behalf of client
- Prepare 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
- Maintained knowledge of disclosure required for continuous compliance

REFERENCE

ADV. MANI KC
+91 9847580323

SKILLS & PROFESSIONAL ATTRIBUTES

Tally ERP	Good Communication
Advanced Excel	Adaptive to change. Quick Learner
MS Office Suite	Excellent ability to establish good relationship with people
Accuracy in details & tasks	

DISCLAIMER

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

- ATHIRA R