



# ATHIRA R

## HOSPITAL ADMINISTRATION

### CONTACT

- +971 544095797
- aathu8206@gmail.com
- 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

Advanced Excel

MS Office Suite

Accuracy in details & tasks

Good Communication

Adaptive to change. Quick Learner

Excellent ability to establish good  
relationship with people

### DISCLAIMER

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

- ATHIRA R