

# ABHISHEK P



## About Me

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.



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Trivandrum, kerala, India



PASS PORT  
**P4434857**



VISA  
Visiting Visa

## EXPERIENCE

Executive - Guest & Patients Relation  
Kims Hospital - Kerala, India  
2021 - 2024

Attend to guests courteously and deal promptly with their requests and queries. Handling front desk, billing and complaints

Placement – Executive  
Inductus Pvt Ltd - Trivandrum India  
Apr 2021 - Dec 2021

To counsel, prepare and enhance the hiring potential of students. Searching for job opportunities, assessing candidate background, conducting interviews, assisting with resume writing.

Consultant - Counsellor  
Edubridge Learning Pvt Ltd -  
Trivandrum-India  
2019 - 2020

During admission cycle need to manage and maintain enquiries, follow up, counselling of students and conversion of inquiries to admissions. Handling phone calls in a pleasant and informed manner for the purpose of providing information and handling enquiries

Assistant Admin- Trivandrum-India  
Sakhi Television Communication -  
Trivandrum-India  
2015 - 2017

making travel and meeting arrangements, preparing reports, maintaining appropriate filing systems and answering phone calls

## LANGUAGE

- English
- Malayalam
- Tamil
- Hindi

## EXPERTISE

- Quick learner
- Adaptability
- Ability to work under pressure
- Time management
- Critical Thinking

## EDUCATION

Dr B R Ambedkar University  
Bachelor of Commerce  
2018-2020

Montreal University  
Diploma in Travel and Tourism  
2017-2018

Kerala State Higher Secondary Education  
INTERMEDIATE  
2012-2014

## TECHNICAL SKILL

- DATA ENTRY OPERATOR

I hereby declare that the above mentioned information is true to be the best of my knowledge and belief; I also assure that I will discharge my duties with conscientiousness.