

RESUME



SWEETY JOSE

susanjose90@gmail.com

Mobile No. 0565970775

CAREER OBJECTIVE

Seeking a position to utilize my creative Ideas ,Education with a Self Motivated and Positive Approach with an organization that will help my Professional and Personal skills, and be a part of team that contributes towards the growth of Organization and gives a satisfaction there of.

EDUCATIONAL QUALIFICATION:

COURSE	SCHOOL/COLLEGE	OARD/UNIVERSITY	PASSED	DIVISION
M.Sc [Biotechnology]	Indian Academy College	Bangalore University	2007-2009	1 st class
B.Sc [Bio- Technology]	Nehru Arts and Science College, Coimbatore.	Bharathiar University, Coimbatore,Tamil Nadu	2004-2007	1 st class
12 th std	IHRD College, Kerala.	Higher Secondary Education , Kerala	2002-2004	1 st class
S.S.L.C	Mount Carmel High School, Kerala	Board Of Secondary Education, Kerala.	2001-2002	1 st class

ADDITIONAL QUALIFICATION:

HACCP (Level 3) certified

PROJECT:

- Did a project on EFFECT OF MEDICINAL PLANTS ON HUMAN PATHOGENS in Indian Academy Center for Research and Post Graduate Studies .Bangalore.
- Underwent a training program in METRO POLITAN HOSPITAL , Kerala.

WORK EXPERIENCE:

Worked in a JCI Accredited Hospital (Zulekha Hospital, Sharjah & Dubai) in Administration.

Work responsibilities:

- **Taking Insurance Approvals (Verbal/Online)**
 - **Handling Insurance queries**
 - **Departmental feedbacks**
 - **Conducting root cause analysis**
 - **Document Control**
- Worked in EMPRI (Environmental Management & Policy Research Institute (Karnataka State Pollution Control Board- Bangalore as Technical Project Assistant under Govt. of Karnataka.
 - Worked at Agrata Biotech Limited-Bangalore as a Scientific Executive.
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SYMPOSIUM ATTENDED:

- Attended a conference on Current trends in Advanced Biological Research in Coimbatore.
- Attended 26th PHYSICS Conference held in BANGALORE.
- Participated in many Symposiums Conducted by different Colleges in Bangalore University.

EXTRA CURRICULAR ACTIVITIES:

- Participated in State Level singing & Dance competitions and Received 1st Place.
- Participated in Sports Meet Conducted in School Level and Received Prizes.
- Active Participation in Seminars and Group discussions.
- Event organizer in all school and college Annual day functions and other technical events.

SOFTWARE SKILL:

- DIPLOMA IN COMPUTER APPLICATIONS
- C-language, Fortran, Basic.

PERSONAL SKILLS:

- Problem solving abilities, Willingness to learn, Innovative Ideas, Team facilitator, Friendly nature, good communication skills and Presentation skills.

HOBIES:

- Singing
- Reading Books
- Traveling.
- Gardening

PERSONAL PROFILE:

Name : Sweety Jose
: Mr. Jose
Father's Name Varghese.
Sex : Female
Marital Status : Single
Languages Known : English, Hindi, Malayalam.
Email : susanjose90@gmail.com

Present Address

Permanent Address : Door no. 24, new no.51,
Nirmala Cottage, Bullappa Road,
9th Cross,RamaswamyPalaya,
Oil Mill road,
Bangalore-
560033
Passport Details : Passport No: K2125205
Date of Issue: 30-12-2011
Date of Expiry: 29-12-2021

DECLARATION:

I here by declare that the above written particulars are true to the best of my Knowledge.

Place: Dubai
Date: 2 Jan 2023

(Sweety Jose)