

# 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 <sup>st</sup> class
B.Sc [Bio- Technology]	Nehru Arts and Science College, Coimbatore.	Bharathiar University, Coimbatore,Tamil Nadu	2004-2007	1 <sup>st</sup> class
12 <sup>th</sup> std	IHRD College, Kerala.	Higher Secondary Education , Kerala	2002-2004	1 <sup>st</sup> class
S.S.L.C	Mount Carmel High School, Kerala	Board Of Secondary Education, Kerala.	2001-2002	1 <sup>st</sup> 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.

### **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](mailto:susanjose90@gmail.com)

**Present Address**

**Permanent Address** : Door no. 24, new no.51,  
Nirmala Cottage, Bullappa Road,  
9<sup>th</sup> 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)