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|  **RASMI R NAIR**Rasmiramachandran45@gamail.comAddress:Al Quasis, Near Sahara MalIDubaiPassport No : L2931205Mobile : 0555421162Visa : Husband Visa**Personal Profile**Date of Birth : 15-03-1990Gender : FemaleMarital Status : MarriedBlood Group : B+Nationality : IndiaInterests and Hobbies* + Music
	+ Travelling
	+ Drawing
	+ Writing

Linguistic Abilities Languages:English* Speaking
* Writing
* Reading

Malayalam* Speaking
* Writing
* Reading

   |  **CURRICULUM VITAE** CAREER OBJECTIVE “Keen to support the growth and profitability of an organization that provides challenges, encourages advancements and working towardsachievements. Seek relevant and challenging position in an enabling environment where my current qualifications and abilities would be an asset to the organization.”ACADEMIC RECORD

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| **Course** | **University/****Board** | **Year of****Passing** | **Percentage** |
| MBA-HCS | Sikkim Manipal University | 2016 | 70% |
| BCA | C M J University | 2012 | 64.71% |
| Plus Two(Science) | Kerala (HSE) | 2008 | 66.6% |
| SSLC |  Kerala | 2006 | 70% |

OTHER COURSEMCITP (Microsoft Certified IT Professionals) in IIJT PROJECTS* DEGREE PROJECT:

Access Control System using RFID Technology, Ernakulam* MBA PROJECT:

A Study on Bio-Medical Waste Management in Hospital, KIMS Hospital ErnakulamSEMINARS OR ACTIVITIES PARTICIPATED* Attended two day seminar on the topics ‘Share Market’, ‘Quality assurance in Health care’, ‘Service Marketing’ at Muthoot college of Allied Health Science and Management Studies on 22nd and 23rd December 2014.

ASSETS* Good communication skills.
* Quick learning ability.
* Can perform multitask.
* Leadership Qualities.
* Computer Skills (Microsoft word, Excel, Power point)

INTERESTED AREAS* PRO
* Admin. Executive
* HR Executive
* Insurance Department
* Quality Department
* Inventory Department

EXPERIENCE* 6-month experience at Reliance BPO Private Limited in Chennai.
* 1-year experience as Office Secretary at Mount Zion Medical College, Adoor in the department of Health Care Insurance (R.S.B.Y)
* 2-year experience as HR Assistant at Mount Zion Medical College.

DECLARATIONI declare that the information and the facts stated here in the above are true and correct to the best of knowledge and belief. I am sure that I willtake responsibility of my job and do my best of my job to all my superiors   Date:  Place: RASMI R NAIR  |