

RESUME

Rani S

W/O Abishek

Kuniamuthur,
Coimbatore.

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Career Objective:

Look forward to a challenger, carrier in faster growing organization. Where I can utilize my abilities, aptitude, skills and direct them towards success of the organization.

Professional Qualification:

<i>Courses</i>	<i>School/College</i>	<i>University/ Board</i>	<i>Year of Passing</i>
Diploma Nursing	<i>Mahathma Institute of paramedical, Sivagangai.</i>	<i>Indian Council for Vocational Education.</i>	2021

Educational Qualification:

<i>Courses</i>	<i>School/College</i>	<i>University/ Board</i>	PERCENTAGE	
XII	<i>The High Range School, Mattupetty, Munnar</i>	CBSE	76%	
X	<i>The High Range School, Mattupetty, Munnar</i>	CBSE	86%	

Computer Knowledge:

- Tally
- MS Office
- Basic Course in Computer

Internship:

- Medical record Technology Program in MOSC Medical College, Kollenchery.

Strengths:

- *Good Communication Skills.*
- *Leadership Quality*
- *Interpersonal Skills.*

Work Experience:

- *Ten months worked as Receptionist in The High Range Hospital, Munnar. (Five months Covid -19 Work).*
- *Worked as Admin in Peepal Prodigy School*
- *Worked in KGISL (US SHIFT IN INBOUND VOICE PROCESS).*

Linguist Ability:

- *Tamil*
- *English*
- *Malayalam*
- *Hindi*

Extra Activates:

- *Athlete*
- *Classic Dancer*

Personal Profile:

Name - Rani S

Father's Name - Subburaj

Date of Birth - 07/02/1994

Gender - Female

Marital Status - Married

Declaration:

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Place:

Date :

(Rani S)