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| **C:\Users\user5\Desktop\NOURIN PHOTO.jpg**  **+91 8289901029**  **rishanourin620@gmail.com**  **Kalathingal House**  **Kozhikkattukunnu**  **Karuvambram (Po)**  **Manjeri**  **Malappuram (Dt)**  **Kerala -676123**  **Personal Data:**  **Father’s Name : Sulfeekarali K**  **Date of Birth : 10-07-2004**  **Sex : Female**  **Nationality :Indian**  **Religion : Islam**  **Marital Status : Single**  **Languages Known :**   * **English** * **Malayalam** * **Tamil** * **Hindi** | **RISHA NOURIN K**  Objective  **To work in an organisation where I can use my experience & skills in administration of facilities for the benefit of the organisation whilst improving my knowledge & experience. Bringing strong procurement, negotiation and inter personal skills.**  Educational Qualifications   * **Doing Diploma in Hospital Administration 2022-2023**   **IT Academy , Malappuram, Kerala**   * **Plus Two (Kerala Higher Secondary Board ) 2020-2022**   **HMS HSS Turakkal**   * **SSLC (Kerala Board of Public Examination) 2020**   **HMY HSS Manjeri**  Technical Qualification   * **Proficient in CPT, ICD-10 CM, and HCPCS Level II codes** * **Knowledge of medical terminologyTime Management** * **Operating system Windows XP-10,MS(Word and Excel)** * **Fundamentals of computer** * **Basic Knowledge of Internet**   Skills   * **Written and verbal communication** * **Interpersonal and leadership skills** * **Hard working positive attitude**   Strengths   * **Hard working and sincere** * **Positive attitude** * **Self Confidence** * **Self-motivated believing in Gaining knowledge through optimistic and punctual.**   Declaration  **I hereby declare that the above mentioned details about me are true and correct to the best of my knowledge and belief.**  **Place :Manjeri**  **Date :RISHA NOURIN K** |