



AYANA K



CONTACT

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OBJECTIVE

I want to be a part of organization which provides opportunities for personal growth as well as organisational growth



EXPERIENCE

Iqraa international hospital and research centre kozhikode

Aug 01 2020 - Till the date

Front office executive

Working as a front office executive at district covid hospital Calicut under the management of iqraa international hospital and research centre, responsible for handling patient file, discharge bill creation, admission of patients.

Santhi hospital omassery

Jan 2020 - March 2020

HR intern

Inputting into monthly payroll activities and familiar to use hr software. familiar with initial interview process, induction of employees, exit interview formalities, attendance marking, maintenance of employee file

Mathrubhoomi printing and publishing private limited

June 2019 - July 2019

Hr intern



EDUCATION

SNES college of arts commerce and management

2018

Bcom
73

Vivekananda institute of management studies coimbatore

2020

MBA
77



PROJECTS

TRAINING NEED IDENTIFICATION AND ITS EFFECTIVENESS AMONG THE EMPLOYEES OF SANTHI HOSPITAL OMASSERY

The project report contains the requirements for the employee training and development

DEPOSIT MOBILIZATION

Cooperative bank will raise its fund mainly in kudubasree unit and small investors



SKILLS

Tally ERP plus GST

Ms office

Management adaptability

Problem solving



REFERENCE

Sajeesh kumar - "Santhi hospital omassery"

Quality manager

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