

CONTACT

Arathi G H

📍 Kollam
☎ 9946589479
✉ arathigh99@gmail.com



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where i can utilise my skill and the knowledge in an organisation which recognises the value of hardwork and trust me with responsibilities and challenges

EDUCATION

- | | |
|------------|---|
| March 2015 | <ul style="list-style-type: none">• GHSS Ayyankoickal
SSLC |
| March 2017 | <ul style="list-style-type: none">• Guhanandapuram HSS
Higher Secondary |
| May 2020 | <ul style="list-style-type: none">• University Institute of Technology, kollam
Bachelor of Business Administration |
| May 2022 | <ul style="list-style-type: none">• BERF International Institue
PG Diploma in Hospital Administration and Health care Management |

EXPERIENCE

- | | |
|------------------------------------|---|
| 23 January 2023 - 22 February 2023 | <ul style="list-style-type: none">• Administration intern
Valiyath Institute of Medical Science, Kollam<ul style="list-style-type: none">◦ Supported staff with administrative needs for photocopying and filing.◦ Helped to arrange the files in the medical record department and to deliver the necessary files to the doctors |
|------------------------------------|---|

SKILLS

- Communication skills
- Leadership
- Soft Skill
- Adaptability
- Patience
- Good communication

LANGUAGES

- English
- Malayalam
- Tamil

MARITAL STATUS

- Married

NATIONALITY

- Indian

PROJECTS

- **An study on Human Resource Development**
Conducted in a hospital for identifying the development in every section and the situation of the Human Resource in the organisation