



SHIKHA K

Information process enabler

My Contact

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Languages

- Malayalam
- English

Hard Skill

- Microsoft office
- Excel spreadsheet
- Data entry
- Process Analytics
- BPO

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Conflict Resolutions
- Time Management

About Me

Seeking to contribute my talents and potential within an organization that fosters mutual growth and benefits. Eager to be a part of a team where I can make a meaningful impact and further develop my skills.

Professional Experience

- **Meitra hospital**
Operation executive . 2022-23
- **Tata consultancy services**
Information Process associate 2019-22

Education Background

- **Bachelor of science in Electronics**
IHRD CALICUT
- **Hospital Administration**
ISSD Cochin

Certificate

- Get started with
Microsoft Data Analytics
- TÜV SÜD certification in
Hospital Administration