

PREETHI VENUGOPAL
Kavungal House,
Kallettumkara PO,
Thrissur Dist, Kerala- 680683
preethimaniyat01@gmail.com
[Ph: 8590903307/ 6235227394](tel:8590903307)



OBJECTIVE

To achieve a high level position of hospital administration in your progressive work environment that permits me to develop my experience as hospital administrator. A job where my extensive experience and other skills will have valuable application in administration procedures of hospital.

WORK EXPERIENCE

AHALIA FOUNDATION EYE HOSPITAL, THRISSUR Nov 2019- Nov 2020

Designation: ASSISTANT ADMINISTRATOR

Job Description:

- Operations Management
- Finance Management
- Legal Responsibilities
- Communications
- Administering all departments
- Specialization in Insurance and ECHS department
- Handle front office, mailing, accounting, cash handling,
- Sending reports to the management.
- Overall administration

CMA CGM SSI PVT LTD., Chennai

Sep 2016- Aug 2017

Designation: Operations Executive

Job Description:

- Handle global mails from clients for clearing the queries regarding the orders and shipment.
- To ensure effective liaison with agents and coordinated arrangements of shipments.

EDUCATIONAL QUALIFICATION

DISCIPLINE	INSTITUTION/UNIVERSITY	YEAR	PERCENTAGE
HOSPITAL ADMINISTRATION	International School Of Skill Development, Ernakulam	2021	182/200 93%
MASTER OF BUSINESS ADMINISTRATION (HR & FINANCE)	Sree Narayana Guru Institute of Management Studies, Anna University, Coimbatore.	2017-2019	CGPA 6.60
B.A – ENGLISH & COMMUNICATION SKILLS	Ethiraj College For Women (Autonomous), Madras University, Chennai.	2013-2016	67%
HSC	Mohammed Sathak Mat. Hr. Sec. School, State Board, Chennai.	2011-2012	73%
SSC	MSMHSS, State Board, Chennai	2009-2010	77%

PROJECT/INTERNSHIP:

PROJECT MBA:

A study on Re-KYC standards and Anti Money Laundering (AML) measures of Commercial Banks.

- To measure the level of satisfaction of both customer and bank by the implementation of Re-KYC policies.

INTERNSHIP MBA:

An organization study at ATEES INFOMEDIA PVT. LTD, Thrissur.

- Studied about the organizational structure and the department functions and to provide an analysis on the basis of the functioning of the organization.

INTERNSHIP BA:

Summer Internship under “**Study of FMCG Products**” in **PepsiCo** at Chennai, from the period of 01/06/2015 to 30/06/2015.

COMPUTING SKILLS:

- MS Word,
- MS Excel
- Adobe Illustrator
- MS PowerPoint
- Outlook

PERSONAL DETAILS

Date of birth : 30.09.1994
Gender : Female
Nationality : Indian
Language known : English, Malayalam, Tamil
Marital status : Married
Father's name : Mr. Venugopal.N
Occupation : Senior-Accountant (Prince Jewellery)
Mother's Name : Mrs. Latha Venugopal
Occupation : Home maker

DECLARATION

I hereby declare that the above details provided by me are true to my knowledge.

DATE:

PLACE:

PREETHI.V