

CURRICULAM VITAE

REMADEVI

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PROFESSIONAL SUMMARY

A hardworking and committed individual who is able to work well as part of a team as well as under own initiative. Has good communication skills and is able to liaise with colleagues and customers in professional manner. Trustworthy and reliable. Always smartly presented, easy to get on with and has excellent time keeping skill.

EXPERIENCE SUMMARY:

- Experience in the field of maintaining client relation and administration.
- Project Co-ordination and administration
- Financial Operations, that includes Handling the petty cash and account checking.
- Handling the routine Operational activity as a team leader
- Preparing the project reports.
- Data Entry

ACADEMIC QUALIFICATIONS:

- Degree in Mathematics, Kerala University, Trivandrum, Kerala.
- Matriculation in Physics, Chemistry, Mathematics & Biology from Kerala University Trivandrum, Kerala

COMPUTER KNOWLEGDE:

- Knowledge of computer application: MS Office
- Internet and Email Application

WORK EXPERIENCE

Billing executive in: Ayurvaid, Hebbal, Bangalore. (2021-present)

Co-ordinate for Amrita Centre for Research and Development: Amrita Viswavidyapeetham, Coimbatore. (2017-2019)

Department Secretary: Amrita Center for Industrial Research and Innovation, Amrita Viswa Vidyapeetham, Coimbatore. (2016-2017)

Front Office Manager: *Vidyagrama Ayurveda Healing Village, Coimbatore (2014-2016)*

- Client interaction, Billing, Travel Arrangement.

Front Office Manager: *Green Ayurveda Hospital, Rishikesh (2009-2014)*

- Client interaction, Marketing, Billing, Travel Arrangement

1995-2002:

Community Co-Ordinator in *Medicinal Plant Conservation Project*, Reported to Mr. Vinay Tandon IFS, & Ms. Meera Iyer IFS in FRLHT (Foundation of Local Health Tradition)

Documentation in-charge of Rural health, Reported to Dr. G.G. Gangadharan in *Rural Health Centre* in LSPSS. (LokaswasthyaParamparaSamvardhanaSamit) of Arya Vaidya Pharmacy, Coimbatore.

Office in charge in *Medicinal Plant Research Center* in Kanjikode, Palakkad.

DECLARATION

I hereby declare that the facts stated above are true and correct to the best of my knowledge. I assure you that, if I am given a chance to serve your esteemed organization, I shall execute, with efficiency of work and good conduct.

Remadevi Soman