



FATHIMA V P



CONTACT

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Auqath Al Shamaliyya ,Near Salala

Mall, Salala



CAREER OBJECTIVE

TO seek challenging where I can extend my full support and utilize own strength effectively towards self and organaisational growth and advancement

SKILLS | EXTRAS

- Team Building
- Problem Solving
- Decision Making

TECHNICAL SKILLS

- MS -OFFICE
- MS -EXCEL

VISA DETAILS RELATIVE JOINING VISA



WORK EXPERIENCE

Front office Assistant

Asha Hospital ,Calicut 2022-23

- Assure full ownership of front office responsibilities and co ordinate customers
- Daily Report Submission
- Responsible for answering internal and external calls and relaying accurate message



EDUCATION

• Diploma in Hospital Administration

International School of Skill Development
2022

Diploma in Computerized financial Accounting

KERALA RUTRONIX 2018

Bachelor of Business Administration

University of Calicut 2014-17