



RASMI R NAIR

Rasmiramachandran45@gmail.com

Address:

Al Quasis, Near Sahara Mall

Dubai

Passport No : L2931205

Mobile : 0555421162

Visa : Husband Visa

Personal Profile

Date of Birth : 15-03-1990

Gender : Female

Marital Status : Married

Blood Group : B⁺

Nationality : India

Interests and Hobbies

- ❖ Music
- ❖ Travelling
- ❖ Drawing
- ❖ Writing

Linguistic Abilities

Languages:

English

- ☒ Speaking
- ☒ Writing
- ☒ Reading

CURRICULUM VITAE

CAREER OBJECTIVE

“Keen to support the growth and profitability of an organization that provides challenges, encourages advancements and working towards achievements. Seek relevant and challenging position in an enabling environment where my current qualifications and abilities would be an asset to the organization.”

ACADEMIC RECORD

Course	University/ Board	Year of Passing	Percentage
MBA-HCS	Sikkim Manipal University	2016	70%
BCA	C M J University	2012	64.71%
Plus Two (Science)	Kerala (HSE)	2008	66.6%
SSLC	Kerala	2006	70%

OTHER COURSE

MCITP (Microsoft Certified IT Professionals) in IIJT

PROJECTS

● **DEGREE PROJECT:**

Access Control System using RFID Technology, Ernakulam

● **MBA PROJECT:**

A Study on Bio-Medical Waste Management in Hospital, KIMS Hospital Ernakulam

SEMINARS OR ACTIVITIES PARTICIPATED

- Attended two day seminar on the topics ‘Share Market’, ‘Quality assurance in Health care’, ‘Service Marketing’ at Muthoot college of Allied Health Science and Management Studies on 22nd and 23rd December 2014.

Malayalam

- ☒ Speaking
- ☒ Writing
- ☒ Reading

ASSETS

- Good communication skills.
- Quick learning ability.
- Can perform multitask.
- Leadership Qualities.
- Computer Skills (Microsoft word, Excel, Power point)

INTERESTED AREAS

- PRO
- Admin. Executive
- HR Executive
- Insurance Department
- Quality Department
- Inventory Department

EXPERIENCE

- 6-month experience at Reliance BPO Private Limited in Chennai.
- 1-year experience as Office Secretary at Mount Zion Medical College, Adoor in the department of Health Care Insurance (R.S.B.Y)
- 2-year experience as HR Assistant at Mount Zion Medical College.

DECLARATION

I declare that the information and the facts stated here in the above are true and correct to the best of knowledge and belief. I am sure that I will take responsibility of my job and do my best of my job to all my superiors

Date:

Place:

RASMI R NAIR