



**JOBINA JOSE**

**+918943581455**

**jobinajose2015@gmail.com**

### COMPUTER SKILLS

- Microsoft PowerPoint
- Tally ERP9
- GST
- Microsoft Excel

### PERSONAL STRENGTHS

- ☐ Good understanding ability
- ☐ Communication
- ☐ Quick learner
- ☐ Problem solver
- ☐ Leadership
- ☐ Self Confidence

## CAREER OBJECTIVE

“Seeking a suitable opportunity where I will be able to utilize my ability to work well with people, could allow me to grow personally and professionally”

## EDUCATION

2018-2020	<b>Master of Business Administration (72%)</b> (Hospital administration and HR) A.J Institute of Management Mangalore University
2015-2018	<b>Bachelor of Commerce (76%)</b> (Finance) Alphonsa College Thiruvambady Calicut University
2013-2015	<b>Higher Secondary (81%)</b> Sacred Heart Higher Secondary School Thiruvambady Kerala State Educational Board
2013	<b>SSLC (80%)</b> Sacred Heart Higher Secondary School Thiruvambady Kerala State Educational Board

## INTERNSHIP AND PROJECTS

### Projects

- Topic: A study on impact of computerization in retail shop, Thiruvambady
- Topic: Impact of Pain and palliative care services in Calicut.

### Internship

- Company Name: LISA MULTI SPECIALITY HOSPITAL THIRUVAMBADY  
Duration: 30 days (23-6-2019 TO 23-7-2019)

## LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

## PERSONAL DATA

Gender : Female  
DOB : 13/06/1998  
Nationality : Indian

## PASSPORT DETAILS

NO:U9760621  
ISSUED DATE: 5/3/21  
EXPIRY DATE: 4/3/31  
PLACE: KOZHIKODE

## CONTACT ADDRESS

Nirappath (H),  
Pambizhanjapara  
Thiruvambady Post  
Kozhikode District  
Kerala  
Pin code: 673603

## EXPERIENCE

- Markaz Unani Medical College & Hospital  
Designation: **Administrative assistant**  
Handling the below mentioned roles  
Front office manager, IP coordinator and Public relation  
Duration: 16<sup>th</sup> Nov 2020 to Present
- A.J Hospital, Manglore  
Designation: Hospital posting as Management trainee  
Duration: Sep 2019 to March 2020

## ACHIEVEMENTS AND ACTIVITIES

- Participated in Campus of Calicut activities
- Completed Tally ERP9 from Shreyas Institute of Information Technology
- Completed Career Skills online course offered by TCS iON
- Completed GST online course offered by TCS iON
- Won 1<sup>st</sup> place in Health and Tourism in intra college fest at AJ institute of Management Mangalore
- Attended “SHRADDHA 2019 Educational Conclave”
- Participated Equality warrior- Vivel workshop
- Completed tech recruiter certification program

## REFERENCES

- Mr. K. Deepak Rao  
Assistant Professor, A.J Institute of management Mangalore  
Mobile: +91 7892521502
- Mrs. Arathi K  
Assistant Professor, A.J Institute of Management Manglore  
Mobile: +91 6362 455 51