

COVER LETTER

DHANASEKARAN B

dhanasekaran1252001@gmail.com

6385892312

17/05/2025

Hiring manager,
GKNM HOSPITAL,
Netaji Rd, Pappanaickenpalayam, Coimbatore, Tamil Nadu 641037

Dear Hiring Manager,

I'm applying for a House keeping or Office work position at your Hospital. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

DHANASEKARAN B

DHANASEKAR AN B



Skills

Responded positively to challenges and targets.

Maintenance and pro-actively manages customer relationship and provides leadership and direction to hospital team to ensure successful customer experience.

Identifies and resolves customer and staff concerns.

Field of Interest

Secretary

Research

Lab technician

Management

SUPERVISOR

OFFICE ASSISTANT

dhanasekaran1252001@gmail.com

6385892312

136, kendaiyagoundanoor, murunellikottai po, sullarumbu, Dindigul, TamilNadu-624710

Objective

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Academic Details

R.C.FATIMA HIGH SCHOOL,VIRUPPATCHI

SSLC, 82%, 2016

St.JOHN PAUL HIGHER SECONDARY SCHOOL, DINDIGUL.

HSC, 55%, 2018

SRINIVASAN COLLEGE OF ARTS AND SCIENCE PERAMBALUR .

B.Sc, 74%, 2021

SRINIVASAN COLLEGE OF ARTS AND SCIENCE PERAMBALUR.

M.Sc, 79%, 2023

Work Experience

ELITE LABS

PERAMBALUR , Jan 2025 - Apr 2025

Role : IMMUNOLOGY MACHINE OPERATOR

-BIOCHEMISTRY MACHINE OPERATOR

-BILL UPLOADING

-BLOOD COLLECTION

MALAR HOSPITAL

PERAMBALUR , Jul 2024 - Dec 2024

Role : Secretary

Geetha Restaurant

Perambalur , Apr 2023 - Apr 2025

Role : HOUSEKEEPING SUPERVISOR

Project Details

ANTIMICROBIAL ACTIVITY

STUDY OF ANTIMICROBIAL ACTIVITY IN CATHARANTHUS ROSEUS

Period : 3months Team Size: 2

Role : Research

Achievements

I Have participated in Orientation and Hands on training on "Mushroom cultivation and biofertilizer production" in Srinivasan college of arts and science-Perambalur.

I Have participated in Workshop cum training on "Bioinformatics tools and software" in with zonal centre program at E-cell IIT Kharagpur

Curricular Activities

Co-Curricular

House keeping Supervisor

Leadership

Sports

Event management

Volunteering

Extra-Curricular

Time management

Community service

Team work

Planning

Strength

Self motivator

Work ethics creativity patience dedication

Team work

Leadership

Problem solving

Hobbies

Volunteering

Photography

Sports

Learning

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 17/05/2025

Place : GKNM HOSPITAL, COIMBATORE

B. DhanaSekaran

(DHANASEKARAN B)