



DHARANIYA.K

CONTACT

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Coimbatore

EXPERIENCE

9 years of Experience

EDUCATION

2012 - 2015

HINDUSTAN POLYTECHNIC
COLLEGE

- DCE(Diploma in Computer Engineering)

SKILLS

- Video Editor & Designing
- Organization
- Attention to detail
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Computer skills & Typing
- Research and data collection

LANGUAGES

- Tamil (Fluent)
- English (Fluent)
- Malayalam (Fluent)
- Hindi (Basic)

PROFILE

Aim to associated with the organization that provides me an opportunity to show my skills and improve my knowledge with latest trends and to be the part of the team that works dynamically towards the growth of the organization.

WORK EXPERIENCE

VGM HOSPITAL

AUG 2023 - PRESENT

EDP- IT Technician

- EDP - Electronic Data Processing
- Responsible for the use of computers and other digital devices to process and manage data, Collecting, Recording, Analyzing and Manipulating data.
- Ensure the organization's computer systems and networks are operating effectively, Installing or upgrading computer systems and networks in the workplace

MAIN WORK:

- Install and configure
- Troubleshoot
- Repair & replace
- Upgrade
- Secure & Maintain
- Test
- Support & Coordinate
- Back up

GEM HOSPITAL

SEP 2022-AUG 2023

Ward Secretary- IP Management

- Monitor Sickness and organize meetings as required. Patient admissions, discharges, and patient concerns. Organize the ward meetings and create the agenda and send out the minutes. Work alongside the complaints team with regards to complaints involving the ward.

PSG HOSPITAL

DEC 2017-NOV 2019

MRD-Clerk(ADMIN)

- Responsible for a patient's medical records, which are a collection of information about a patient's health history, treatment, and care

SMALL INDUSTRIES

FEB 2014- JULY 2017

System Administrator

- Support multi-user computing environments and ensure the smooth operation of IT services
- Installation, maintenance, configuration and repair for servers, networks and other computer systems within an organization.