

Revathy R



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Education

Learn Digital Academy Bangalore 06/2024 - 10/2024

Hospital Administration

Maulana Abul kalam University of Technology 06/2021 - 08/2023

MSc Forensic Science

Madurai Kamaraj University 07/2018 - 09/2021

BSc Forensic Science

Board of Higher Secondary Examination 06/2016 - 09/2018

HSC: Bio-Science

Board of Public Examination 06/2015 - 03/2016

SSLC

Skills

Good Communication

Adaptability

Administrative Support

Team coordination

Medical records maintenance

Microsoft Office Suite

Hobbies and Interests

- Traveling
- Listening Music
- Watching Movies

Career Objective

To secure a challenging position in the field of administration where I can contribute to safe operations, punctuality, customer satisfaction, and team efficiency, while ensuring a secure and professional working environment.

Experience

Vijaya Hospital Kottarakkara

Public Relation Officer Trainee 11/2024 - 02/2025

- Handled front-desk and public communication duties

- Assisted with patient relations, visitor management, and coordination between departments

- Maintained a professional and efficient administrative environment

Forensic Science Dept. Kerala

Forensic Intern

- Gained hands-on experience in forensic lab operations and documentation

- Promoted collaboration and accuracy in reporting and evidence handling

Languages

- Malayalam (First Language)
- English (Fluent)
- Hindi (Conversational)
- Tamil (Conversational)