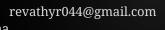
# **Revathy R**



9747283170

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#### Education

Learn Digital Academy Banglore 06/2024 - 10/2024

**Hospital Administration** 

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

MSc Forensic Science

Madurai Kamaraj University

**BSc Forensic Science** 

**Board of Higher Secondary** 

**Examination** 

**HSC:** Bio-Science

**Board of Public Examination** 

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)