

CURRICULUM VITAE



ATHULYA A .V

CONTACT DETAILS

Mobile NO: 971555190982

PRESENT ADDRESS:

Ambrayil House
Anthinad p o
Kottayam
Pin : 686651

ACADEMIC QUALIFICATION

Scholastics

- 2013 – 2015 : **MBA (HR & Marketing)**
M.G. University
Mangalam College of Engineering,
Kottayam
- 2010 – 2013: **Bachelor of Arts**
M.G. University
Henry Baker College, Kottayam

COMPUTER SKILLS

Ms Office Applications
(Word, Excel, Power Point)

Languages Known

English
Tamil
Malayalam
Hindi

PERSONAL DETAILS

Gender : Female
DOB : 07/12/1992
Marital Status : Married
Nationality : Indian

OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

PROFESSIONAL EXPERIENCE

2021-2022 : ADMINISTRATIVE STAFF

DOCTORS MEDICAL CENTER, PART OF ANGLO ARABIAN
HEALTH CARE, SHRAJAH- ROLLA
DOCUMENT CONTROLER, DAILY ACCOUNTS REPORT MAKING, MEDICAL INSURANCE HANDLING,
CASHIER, PATIENTS ATTENDING, MARKETING

2019 -2021 : ADMINISTRATIVE SUPERVISOR

AURA MEDICAL CENTER AJMANDOCUMENT CONTROLER, DAILY ACCOUNTS REPORT MAKING, MEDICAL
INSURANCE HANDLING, CASHIER, PATIENTS ATTENDING, AND MARKETING.

2017 - 2019: FRONT OFFICE EXCECUTIVE AND ADMIN

NOVO AL WAHADHA MEDICAL CENTERE
FRONT OFFICE MANAGEMENT, CASHIER, DAILY ACCOUNTS, BILLING, PATIENTS
ATTENDING, FILE MAKING, PHONE CALL ATTENDING

2016- 2017: SALES AND SERVICE EXCECUTIVE

AVG GROUP KOTTAYAM,
(MONTHLY CAR SALES, FOLLOWP SERVICES, CUSTOMER CARE SERVICE PROBLEM SOLVING,
WORKERS PERFORMENCE AND SEVICE RATING)

PROFESSIONAL SKILLS

- Brilliant Communications
- Ability to work independently
- Multi -Tasking Capability
- Able to work Flexible Schedule
- Ability to Stay Calm Under pressure
- Resolving Complaints
- Assisting Team Members

ADEMIC ACHIEVEMENTS

S.H.G.H.S Ramapuram: Combined All Wing Annual Training Camp NCC Held at S, N College, Kollam (From 24/12/2006 to 2/1/2007)And passed the Certificate "A" Examination held in 2007, Under the authority of Ministry of Defense, Government of India.

Henry Baker College Melukavu : Completed the two year program in the "National Service Scheme"(from 15/7/2010 to 31/3/2012,)Certificate by Mahatma Gandhi University.

"Additional Skill Acquisition Program (ASAP)" :21 day residential training program me in Communication Skills in English and Basic IT Skills conducted by the Higher Department and the General Education Department, Government of Kerala, Under the Training Partner Scheme

Mangalam College Of Engineering, Kottayam Ettumanoor : ASAP, FROM 6/5.2013 to 26/5/2013.

Passed the Certificate "SIX SIGMA GREEN BELT" with "B" grade.

I was the Cultural Department member of MAHASANGRAM Management fest 2013, And H, R Game programs member of 2014 at Mangalam College of engineering.

Appreciation CERTIFICATE for excellent service from AURA medical center Ajman.