

# 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 CONTROLLER, DAILY ACCOUNTS REPORT MAKING, MEDICAL INSURANCE HANDLING,  
CASHIER, PATIENTS ATTENDING, MARKETING

### 2019 -2021 : ADMINISTRATIVE SUPERVISOR

AURA MEDICAL CENTER AJMAN DOCUMENT CONTROLLER, DAILY ACCOUNTS REPORT MAKING, MEDICAL  
INSURANCE HANDLING, CASHIER, PATIENTS ATTENDING, AND MARKETING.

### 2017 - 2019: FRONT OFFICE EXECUTIVE AND ADMIN

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

### 2016- 2017: SALES AND SERVICE EXECUTIVE

AVG GROUP KOTTAYAM,  
(MONTHLY CAR SALES, FOLLOWUP SERVICES, CUSTOMER CARE SERVICE PROBLEM SOLVING,  
WORKERS PERFORMANCE AND SERVICE 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.