



ASWATHY PRABHAKARAN

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matar Qadeem, Doha, Qatar

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✉️ aswathy14362@gmail.com

ABOUT ME

Seeking a dynamic and challenging role within a forward-thinking organization where I can leverage my technical expertise, innovative mindset, and logical problem-solving skills to contribute to the company's growth. Eager to join a collaborative team that fosters self-improvement and leadership development, driving mutual success and organizational excellence.

SKILLS

MULTITASKING

TEAMWORK

TIME MANAGEMENT

LEADERSHIP

FILING AND DOCUMENTATION

MICROSOFT OFFICE

LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

PERSONAL DETAILS

Date of birth
12 Jun 1996

Nationality
Indian

Visa status
Residence Permit

Marital status
Married

WORK EXPERIENCE

SREE NARAYANA MEDICAL MISSION HOSPITAL

Trivandrum
Oct 2024 - Jan 2025

Public Relation Officer Trainee

- Resolving patient complaints, concern, and questions about treatment, plans or diagnosis.
- Collect data and information about patient feedback and make recommendations as appropriate.
- Making patients aware of health services and facilities available for patients at Hospital.
- Arranging transportation/other external services for patient.
- Scheduling Doctors duty and preparing daily duty sheets.

MUTHOOT FINCORP LTD

Trivandrum
Dec 2019 - May 2021

Customer Service Executive

- Developed working relationships with internal and external customers while assisting with account management duties.
- Provided company information and policies to customers upon enquiry and answered questions via phone, email.
- Monitor the e-mail every day.
- Copying, printing and scanning of documents for various purpose.

HANTEX HANDLOOM WEAVERS COOPERATIVE SOCIETY LTD

Trivandrum
May 2017 - Jun 2017

Marketing Executive (Internship)

- Learned about marketing activities for new product lines and their marketing strategies.
- Introduction and execution of new products design.
- Expert in digital marketing campaigns, increasing online engagement and sales through targeted initiatives.

EDUCATION

INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT

Kerala
2024

Diploma in Hospital Administration

KERALA UNIVERSITY

Kerala
2018

Master of Commerce In Finance

KERALA UNIVERSITY

Kerala
2016

Bachelor of Commerce In Finance