



# ASWATHY PRABHAKARAN

Building No 37 Zone 45 Old Airport Al 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

DECISION MAKING

ACTIVE LISTENING

## LANGUAGES

ENGLISH

HINDI

MALAYALAM

## 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