



ASHA MARY THOMAS

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REFERENCES

1. Dr Shiney George Thomas

Assistant Manager: Operations
Rajagiri Hospital
Chunangamveli, Aluva
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2. Jisha Gopy

Relationship Officer,
CET School of Management,
Trivandrum
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SKILLS

Team Work



Communication



Leadership



Perseverance and motivation



Problem solving



CAREER OBJECTIVE

Looking forward to work and grow with a reputed organization in way that I can update my knowledge and skills and can serve for myself and the society.

EXPERIENCES

- Presently working as Operations Junior Executive in Rajagiri Hospital, Chunangamveli, Aluva (since 06 March 2017)

Rajagiri Hospital, a 480 bed JCI- NABH accredited hospital located in Chunangamveli, Aluva, is an initiative by the CMI fathers in their Rajagiri Group of institutions. I work here in the ICU Operations team, dealing with the admissions, discharges, birth, death, LAMA, OT scheduling, financial clearance etc. Previously served as the in-charge of an Outpatient Cluster consisting of 12 doctors.

- Worked as overseas education Counselor in Asian Educational Consultancy, Kochi (19 October, 2016 to 04 March 2017).

AEC is one of the most popular names in the area of overseas education in India. I worked here as an Educational Counselor for a period of six month. During the tenure in this organization, I could help a number of students to choose the best course for them, assisting in admission process, and helping them meet the requirements for migration.

EDUCATION

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| 2014 -2016 | Master of Business Administration (with Marketing and Finance as specialisation)- (First Class-69%)- at CET School of Management, College of Engineering Trivandrum. |
| 2011-2014 | Bachelor of Business Administration (BBA) - (First Class with Distinction- 84%) at N S S College Rajakumari. M.G University, Kottayam. |
| 2009-2011 | Higher Secondary Examination- (First Class with Distinction- 83%) at Fathima Matha Girls H S S Koompanpara. Board of Higher Secondary Examination, Govt. Of Kerala. |
| 2009 | SSLC - (First Class with Distinction 84%) at St Sebastian's H S Pottankad Govt. of Kerala |

ACHIEVEMENTS

- Participated and bagged prize in the competition for the Best College Magazine published in the academic year 2012-13 by the M G University Kottayam, being the student editor.
- Had been the College Magazine Editor during 2012-2013 and College Union Member during 2013-2014.
- Scholarships for merit such as Maulana Azad National Scholarship, Post Metric Scholarship, B P L Scholarships etc.

VOLUNTEER EXPERIENCE

- Volunteer at Yamistha-2014 (National Level Management Fest), TRIMA 2015(Annual Meet of Trivandrum Management Association)
- Participation in International Advertising Association Annual Summit at Kochi, 2015, Sandesh One Program by Govt of Kerala at Trivandrum, FASTER 2014 conducted by the College of Engineering Trivandrum.
- Participation in Hunar-Se-Rozgar Program (National Skills Testing Certificate Program) by the Govt. of Kerala during May and June 2014.
- Participation in National Service Scheme, Junior Red Cross etc. and involvement in various social activities.

INTERSHIPS AND ACADEMIC PROJECTS

- MBA final project at the Information and Public Relations Department of the Govt. of Kerala.
- Organisational Study at Kerala Tourism Development Corporation Limited, Trivandrum as a part of MBA internship.
- BBA Final project at Midas Treads India Pvt. Ltd, Kottayam.

Declaration

I, Asha Mary Thomas, do hereby declare that the above detailed facts are true to the best of my knowledge and belief.

Kochi

Asha Mary Thomas