



ASHA MARY THOMAS

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

2017 March 06 - Present Junior Executive- Operations at Rajagiri Hospital, Chunangamveli, Aluva

Rajagiri Hospital, a 480 bed Super Specialty JCI- NABH accredited hospital located in Chunangamveli, Aluva, is an initiative by the CMI fathers in their Rajagiri Group of institutions.

- Financial counselling for ICU inpatient's bystanders
- File auditing and reporting
- Communicating to Doctors, and some interested outside organizations regarding patient conditions and possible future financial requirements
- Escalating to the top Management in case of an extreme genuine financial requirement of a patient
- Preparation of databases for cases such as daycare, packages etc
- Management of Out- patient Clusters, Operation theaters and ICUs

2016 October 19 -2017 March 04 Education Counselor in Asian Educational Consultancy, Kochi

AEC is one of the most popular names in the area of overseas education in India.

- Counselling students to select the right course according to their qualifications and aptitude
- Assisting in sending application, visa processing and documentation
- Arranging bank loan facilities and scholarships for the students
- Follow- up to ensure the safety and well being of the students

EDUCATION

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

CONTACT

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REFERENCES

1. Dr Shiney George Thomas

Assistant Manager: Operations
Rajagiri Hospital
Chunangamveli, Aluva
Phone: +91 9645795909

2. Jisha Gopy

Relationship Officer,
CET School of Management,
Trivandrum
Phone: +91 8592849487

SKILLS

Team Work



Communication



Leadership



Perseverance and motivation



Problem solving



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.

INTERNSHIPS AND ACADEMIC PROJECTS

- MBA final project at the Information and Public Relations Department of the Govt. of Kerala, on the topic "The effectiveness of I& PR works by the Government of Kerala", in the year 2016.
- 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