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| Angamaly |  |  |
| Ernakulam – 683581 | Email ID | : baijupaulm@gmail.com |
| Kerala | Mobile | : 9544906633 |

# CURRICULUM VITAE

**BAIJU PAUL**

Manickathan House

Manjapra P.O.,

# CAREER OBJECTIVE

A position in a result oriented firm seeking an ambitious career- conscious person where acquired skills and education will be utilized towards continuous growth and advancements.

# EDUCATIONAL QUALIFICATION

* MSW (2005 -2007) (Medical Social Work) with 65 percent marks from Karpagam Arts and Science College, Coimbatore, Bharathiar University.
* Diploma in Hotel Management (2000 -2002), Foodcraft Institute, Kalamassery.
* B.Com (2000 – Commerce Batch) with 44 percent marks from Mahatma Gandhi University.
* Pre-Degree (1996 – 1st Group) with 40 percent marks from Sree Sankara College, Kalady, M.G. University.
* S.S.L.C (1994) with 68 percent marks Mar Augustine’s High School, Thuravoor.

**TECHNICAL KNOWLEDGE**

 MS Word, Power point, Excel, Tally

**PROFESSIONAL EXPERIENCE**

* **Worked as Public Relation Officer** in Aster DM Healthcare Ltd.

At Aster Capital Trivandrum and Aster Medcity Kochi, since 06th February, 2017 to 31st January 2019.

**Key Responsibilities**

* + Public Relation activities for Aster Capital Project Trivandrum and Aster Medcity Kochi.
  + Sanctioning different approvals from various authorities for Aster Medcity Hospital, Kochi.
  + Coordinating and providing Guest Relation service for the government and ministerial officials visiting hospital.

* **Worked as Public Relation Officer** at Little Flower Hospital and Research Centre, Angamaly from 11th February 2008 to 31st December 2016, **(9 years)**

#  Responsibilities Handled

Coordinating Medico-legal Cases, Death and Birth Registration, Executive Medical Checkups, Guest relation, Medical Insurance, Medical Camps, Referral Marketing, Crisis Management – IP, OP and Emergency Department.

* **Public Relation Officer cum Counselor** from 05-06-2007 to 06-02-2008 at Ideal Mind Care Mental Health Hospital, Perumbavoor.

* **Assistant Chef** at Cochin Metro Hotel (P) Ltd. for the period of 2003 -

2005.

# EXTRA CURRICULAR ACTIVITIES

* Has participated in competitions at the college level like Mime, Singing and Street Play

**LINGUISTIC ABILITIES**

* Can Speak : English, Malayalam, Hindi, Tamil
* Can Write : English, Hindi, Malayalam

# PERSONAL DETAILS

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| Father’s Name | : M.V. Poulose |
| Date of birth | : 28/03/1979 |
| Gender | : Male |
| Nationality | : Indian |
| Marital Status | : Married |
| Religion | : Christian |

Hobbies: Reading Listening to Music, watching T.V., Playing cricket

# REFERENCE

1. **Mr. Jayachandran M.V.**

Government Relation Officer

Aster DM Healthcare Ltd.

Aster Medcity, Kochi.

Ph: + 91 -9656900751

1. **Mr. Anurag T V** HR Manager

Aster DM Healthcare Ltd.

Kochi.

Ph: +91 -9656900720

**DECLARATION**

I, hereby declare that the above furnished information are true and correct to the best of my knowledge, information and belief.

Place: Angamaly

Date:

**BAIJU PAUL**