

From  
G. Shylaja  
Maliakkal House  
Perumanthazham Road  
AIMS Ponekkara P.O.  
Cochin - 682 041

To  
The Manager -HRD

Respected Sir

**Sub: Application for the post of Executive Secretary/Coordinator/ Administrative officer,Public Relations officer.**

I have come to know from reliable sources that there is a vacancy in your esteemed organization for the above mentioned post.

I have been working with Amrita Institute of Medical Sciences and Research Centre, Cochin as an Administrative Officer/ Executive Secretary/Coordinator etc., for the last 16 yrs & 4 months. I have also worked with **Apollo Hospital, Hyderabad** and **ITW Signode India Ltd., a Multinational Company in Hyderabad**. Please find enclosed herewith my curriculum vitae for your kind perusal. I have around 34 years experience as Public Relations Officer,Executive Secretary, Co-ordinator etc. I can speak English, Hindi, Tamil, Malayalam, Telugu etc.,

I am interested to be associated with your esteemed organization. If given an opportunity to serve your organization, I will obey all orders of my superiors. I will do my duty very sincerely as per the rules of your organization. I once again request you to kindly give an opportunity to work in your organization.

Thanking you,

Yours faithfully,

(G.SHYLAJA)

Encl: Curriculum Vitae

## CURRICULUM VITAE

Name :  
G.Shylaja



Husband's Name : Maliakkal House  
Rubin

Address for correspondence :  
G. Shylaja  
Perumanathazham Road  
AIMS Ponekkara P.O.  
Cochin - 682 041.  
Mob. Nos.9895466406/9074811647  
Email:shylajagopalan@gmail.com

Permanent Address : Soja Mandiram  
Maruthamongpally  
Pooyappally (P.O)  
Kollam - 691 537.

Languages known : English, Malayalam, Hindi, Tamil &Telugu

Passport No. : K6443670 Valid till 23/10/2022

Date of birth : 20.05.1962

### ACADEMIC QUALIFICATIONS

- Post Graduate Diploma in Public Relations passed from Bharatiya Vidya Bhavan, Hyderabad.
- Bachelors Degree in Arts passed from University of Kerala
- Diploma in Computer application from Aptech Computers, Hyderabad.
- English Typewriting Higher Grade passed from Board of Technical Education, Chennai
- English Shorthand Lower Grade passed from board of Technical Education, Chennai

- Hindi Typewriting Lower Grade passed from Hindi Prachara Sabha, Chennai
- Knowledge of operation of EPABX system.

**Total WORK EXPERIENCE : Total 34 years**

**Experience in Amrita Hospital, Cochin : 17 yrs**

I have joined as an Administrative Officer/Executive Secretary/ Coordinator etc., in the Department of Pediatric Cardiology in Amrita Institute of Medical Sciences & Research Centre, Cochin, Kerala in December 2002.

**JOB PROFILE:**

Performs all types of Administrative work including making all required arrangement for conferences, giving assistance to doctors in their day-today duties, making their travel arrangements, prepares departmental monthly statistics reports, Annual reports, duty roster, maintains Academic registers etc., plan & schedule admissions for cath lab procedures in the computer. I can type echocardiography / Fetal echo reports.

I can prepare medical certificates, fill up medical insurance papers for patients, replies to the insurance queries, replies to the referring doctors, handle other correspondence etc.,

Schedule procedure in computer based on doctors requests and patients preferences, adheres to protocols for scheduling patients for procedures

Give proper answers to the enquires over the telephone such as fixing appointments, rescheduling of appointments etc. If doctors are on leave, then cancels the appointments & inform the patients through phone.

Performs Public relations work such as receiving patients, providing appointments, admission and all other related works.

Explains the OPD formalities to the patients, makes new records for new visits. enters re-visits of patients into the computer, performs data entry as per instruction.

Makes sure that the medical records of the patients are ready on the doctor's table,

Co-ordinates the transportation of the patients and files to and from other OPDs

Checks and verifies the medical reimbursement bills of patients and arranges signatures of doctors in those bills.

Directs patients to the Nursing Room for tests and other investigations, also give proper information / guidance to patients regarding their queries/ clarifications.

Bring to the notice of the Head of the department, any complaints or suggestions made by the patients, bystanders and staff members of the departments.

Adheres to establish departmental policies and procedures, objectives, safety and quality assurance program.

I have also prepared all departmental documents required for MCI Inspection, NAAC, NABH inspections etc.

## **OBJECTIVE**

To associate with an organization which gives me a chance to update my knowledge and enhance my skills and be a part of the team that excels in work towards the growth of the organization and gives me satisfaction thereof.

## **PREVIOUS EXPERIENCE :**

From 1986 to 1987

I have worked as a Stenographer in Vishal Equipments, Hyderabad.

### **1988 – 1992**

I have worked as a Secretary to the Medical Director in Apollo Hospitals, Jubilee Hills Hyderabad.

### **1992 – 1993**

I have worked as an Executive Secretary to the Medical Director in AWARE Medical & Cancer Research Centre, Hyderabad.

### **May 1993 – June 2000**

Joined as a Secretary and later on promoted as an Executive Assistant to the Vice President (Marketing), in the Department of Packaging Machinery Group in **ITW Signode India Limited, a 1000 Crores, Multinational Company in Hyderabad.**

### **From July 1<sup>st</sup> 2000 – December 2002**

Worked as Secretary to the Executive Director in Creative Wares Limited Hyderabad.

## **AWARDS RECEIVED**

I have received cash award from ITW Signode India Limited, Hyderabad towards performance Bonus and an appreciation letter from the Chairman & Managing Director in the year 1996 towards the recognition of my outstanding service.

(G. SHYLAJA )