



# **ALWYN PAUL**

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## **PROFESSIONAL SUMMARY**

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Highly detail-orientated and professional Junior Executive Operations with 2 years career experience in acute care facilities. Displays operations, relationship, and finance management abilities. Exceptional communication and leadership skills.

## **CORE QUALIFICATIONS**

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- \*Relationship management
- \*Communication and listening skills.
- \*Leadership
- \*Training

- \*Staff development
- \*Regulatory compliance
- \*Operations Management
- \* Acute Care Facility

## **EXPERIENCE**

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\*Rajagiri Hospital (JCI) 18-11-2019 to current Junior Executive Operations ,Aluva ,Kerala –

I deal with ICU Public Relation, Bill preparing, File auditing, Financial counseling, Coordination & Training of new staff.

\* St. James hospital 8-7-2019 to 8-11-2019 Public Relation officer Trainee, Chalakudy, Kerala -

I dealt with all medical legal cases in hospital. Solving all external and internal issues in hospital. Identifying patients if they are not conscious by their properties. Control whole hospital when PRO had gone for meetings. Arranging all certificates for police. Coordinating ambulance and mortuary services. Arranging reference to other hospitals. Solving patients financial problems.

## **EDUCATION**

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\*Master of Visual communication ,Department of Journalism –

St. Thomas College (Autonomous), Thrissur , Kerala

(SUB: Branding, Public Relation, Advertsing & Cinema)

## **LANGUAGES**

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\*English

\*Malayalam