

CURRICULUM VIATE

AISWARYA VIJAY

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Nationality: Indian
Date of Birth: 18th July, 1995
Marital Status: Single
Passport details: K7232946
Driving License: Indian

CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge while making a significant contribution to the success of the organization

WORK EXPERIENCE

Executive – Operations, Smita Memorial Hospital & Research Centre, Thodupuzha, Aug 2021 to till date.

Junior Executive – Out Patient Services, Adlux Apollo Hospital, Angamaly, Nov 2019 to Dec 2020

Key Responsibilities

- To ensure a high quality care services for patients by coordinating and communicating operational procedures to staff and various departments

Asst. Professor, Marian Academy of Management Studies, Kothamangalam, June 2018 to June 2019

Key Responsibilities

- Effective classroom teaching, academic advising and counseling of students, participation in departmental committee work, continuous development of the curriculum through assessment and service such as assisting in recruitment of students.

EDUCATIONAL QUALIFICATIONS

Course	Name of the Institution	Name of the Board / University	Year of Passing	% of Marks
MBA (Marketing and Operations)	SCMS School of Technology and Management, Aluva	M. G. University, Kerala	2018	67.80%
B.Com (Computer Applications)	Don Bosco College, Mannuthy, Thrissur, Kerala	Calicut University, Kerala	2016	86.25%

12th	Seventh Day Adventist Higher Secondary School, Thiruvilwamala, Kerala	ISC	2013	69.00%
10th	Seventh Day Adventist Higher Secondary School, Thiruvilwamala, Kerala	ICSE	2011	75.00%

ACADEMIC PROJECTS

MBA

- An organizational study – **INSTRUMENTATION LIMITED, Palakkad.**
- A Study on Customer Satisfaction- **RANE ENGINE VALVES, Chennai.**

B.Com

- A study on **“Various products offered by the Co-operative bank” – CO-OPERATIVE BANK, Viyyur, Thrissur.**

WORKSHOPS, CERTIFICATIONS & AWARDS

- Management Development Programme on Gamification in Learning and Development (May 2018)
- Certificate Course on Retail Business Management (2017)
- Certificate course on Professional Selling (Jul-Aug 2017)
- Certificate for a study on the behavioral Attitude of Government Employees-A special reference to Government Hospitals in Ernakulam (Mar 2017)
- Workshop on Intellectual Property Rights organized by SCMS and Patent Information Centre – Kerala (Nov 2016)
- Certificate for securing the highest marks in BCom
- Certificate for best student in FY BCom

CORE COMPETENCY AND SKILLS

- Excellent verbal and written communication skills in English
- Good knowledge of MS Office
- Quick learner and adaptive by nature
- Good interpersonal skills and ability to work under pressure
- Highly detailed oriented
- Proactive, responsible, dedicated and focused

EXTRA CURRICULAR ACTIVITIES

- Secretary of Women Cell during college days.
- Coordinator of college sports.

LANGUAGES KNOWN

English (Read, write & Speak)

Malayalam (Read, write & Speak)

REFERENCES

Ajai Baby Varghese

Vice Chairman,

Marian Academy Of Management Studies, Kothamangalam

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Dr. Kartik Kulshrestha

Surgical Gastroenterologist

Apollo Adlux Hospital, Karukutty, Angamaly, Ernakulam, Kerala

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Name: Aiswarya Vijay

Place: Viyyor, Thrissur