



Rewarding and challenging high-level position in a well reputed company that offers varied job responsibilities and I will utilize my tactical as well as managerial abilities. Aspiring to work in a reputed firm domain that provides an opportunity to contribute my educational skills and abilities for the advancement of the organization that I am employed with.

## AISWARYA K A

### COVERING LETTER

Kaippully House  
Kinfrapark, Muringoor P.O  
Koratty, Thrissur 680309

### CONTACT NUMBER

**9567050737**

Alternative Contact No:

**9744393304**

### EMAIL

**aiswarya.k.a@gmail.com**

### Linkedin

[linkedin.com/aiswarya.akhil](https://www.linkedin.com/in/aiswarya.akhil)

### LANGUAGE KNOWN

- ENGLISH
- TAMIL
- HINDI
- MALAYALAM

**Dear Sir/Madam,**

I would like to furnish my candidature for seeking employment. Please see the copy of my Curriculum Vitae attached for your kind and favourable action.

I am confident that I have enough aptitude to perform duty in accordance with the assignments in terms of my experience of the same fields.

The contents of my resume confirm the prerequisite. I shall be obliged if the job is offered to me. If given a chance to serve in your esteemed organization, I assure you of my best services and dedication for the well-being of the institution.

Please find the attached CV. I look forward your valuable reply soon.

**AISWARYA K A**

## INTERESTED AREA

- ❖ Public Relation
- ❖ Counselling
- ❖ Administration
- ❖ Coordination
- ❖ Training and Development
- ❖ Marketing
- ❖ Revenue Generation
- ❖ Business Development
- ❖ Data Entry

## SKILL HIGHLIGHTS

- Ability to persuade the peoples
- Strong Presentation skill
- 5 yrs. of Experience in Administration And Coordination
- Results-oriented
- Revenue generation
- Well trained & experience management Professional
- Business development
- Effective marketing
- Effective Technical Support Skill
- Strong motivational and logical skills
- Resistance to stress

## AISWARYA KA

### CUSTOMER RELATION COORDINATOR



Muringoor, Thrissur



9567050737



aiswarya.k.a@gmail.com

## WORK EXPERIENCE

Daskalos Virtual Academy Pvt.LTD,  
Infopark Thrissur  
**Nov 2020-Present**

### OPERATION EXECUTIVE

- Monitoring the dealer performance
- Coordinating dealer and company for the various activities
- Complaint and feedback analysis
- Agreement preparation
- conducting research and analysing data to identify and define customers
- devising and presenting ideas and strategies
- promotional activities
- compiling and distributing financial and statistical information
- writing and proofreading creative copy
- maintaining websites and looking at data analytics
- organising events and product exhibitions
- updating databases and using a customer relationship management (CRM) system

CCMK Hospital  
Chalakydy  
**Sept 2019-oct 2020**

### CUSTOMER RELATION COORDINATOR

- Dealing with complaints or problems
- Liaising with clerical, medical and professional staff at all levels
- Writing daily reports
- Monitoring patient feedback
- Monitoring Reception Activities
- OT scheduling
- OP Management
- Coordinate with Doctors and Reception
- Coordinate with Public relation activities
- Arrange IEC's
- Arrange Seminars & Meetings
- Arrange Training programs for motivating staff
- Analysis department requirement

## TECHNICAL PROFICIENCY

- Autocad
- Revit Architecture
- Microsoft Office, Internet

## INDUSTRIAL TRAININGS

During 5 semester I had undergone 10 days industrial training in “Soma Enterprise Ltd, Kochi Metro Rail Project” at the sites from Kaloor to Maharaja Ground and FACT Casting Yard

## PROJECT

➤ Project work on “TRAFFIC VOLUMETRIC STUDY AND SIGNAL DESIGNING”.

Through this the traffic volume shall be computed through the suitable traffic surveys and based on the results obtained, improvements on the junction chosen shall be proposed and have been suggested as a further step in improving the existing traffic scenario.

INDIAN SCHOOL OF  
COMMERCE,  
Infopark, Kakkanad  
**Aug 2018-Aug 2019**

## STUDENT COUNSELLOR

- Provide all the information sought precisely by the parent and/or student. Clarifying doubts in filling up of form or doubts of any other nature
- Counsel students regarding course offered carrier opportunities
- Ensure parent/student leaves with a positive word of mouth which can bring more clients and increase referrals
- Maintain a proper database of students counselled, and applications
- Assisting with activities to promote Universities represented by the Company
- Analyse the mind-set of the students who are interested in abroad certified education and Motivate and encourage clients to take up the course
- Should have excellent interpersonal skills, presentation skills and should be confident enough in speaking with students, parents
- Responsible for timely reporting to the Manager

CADPOINT  
INSTITUTE, Thrissur  
**July 2016-July 2018**

## COURSE COORDINATOR

- Ensure that course documentation, including Intended Learning Outcomes, is clearly specified and that any course changes go through the appropriate approval procedures
- Ensure that booklets/materials and the Blackboard site are ready when required for teachers of the course
- Collect feedback on the course from a variety of sources, including students, and staff in other departments,
- Ensure that the course complies with any general requirements specified by the department
- Deal with any problems identified with respect to course delivery by either providing feedback to the staff member concerned, or reporting the problem to the relevant Associate

## SEMINARS

- Seminar work on “GREEN BUILDING”. Through this seminar proves that these buildings are dynamic environments that respond to their occupants changing needs and lifestyles. Also it provides a tangible and significant return on investment.

## PRESENT ADDRESS:-

w/o Akhil Alissery  
Alissery House  
Near CMI School  
Chalakyudy

## REFERENCE

- Ms Sruthy VM  
Hr Manager  
Daskalos Virtual Academy  
Pvt.LTD, Infopark Thrissur

**9946309980**

- Mr Vishnu Sunday  
Senior Hr Manager  
Indian school of commerce,  
Infopark, Kakkanad

**8156821444**

## EDUCATION

2012-2016	B.Tech. in Civil Engineering	Mathathma Ghandi University
2010-2012	Plus Two (Science)	Kerala state board
2010	SSLC	Kerala state board

## ACHEVIEMENTS

- Has actively participated and contributed Technical skill for the successful completion of “PUNARJJANI” seen days specially organized by NATIONAL SERVICE SCHEME TECHNICAL CELL AND KERALA STATE YOUTH WELFARE BOARD.

Has actively and successfully participated in the “THALOLAM 2013” programme for the welfare of the differently abled in Kerala. TECHNICAL PROFICIENCY

Has participated in the “CATCH BRIGADE (fight against cancer)” training programme conducted by PATRAAC.

## PERSONAL DEATILS

Name Father’s Name	: AMBUJAKSHAN. K. V.
Date of birth	: 25 May 1994
Gender	:Female
Marital Status	:Married
Name of Guardian	:Akhil Alissery
Nationality	:Indian
Permanent Address	: Kaippully House, Kinfrapark P.O Sanjo Nagar, Muringoor, Thrissur District – 680309

## DECLARATION

I, hereby, declare that above information is true to be best of my knowledge

PLACE: Muringoor

DATE:

**AISWARYA K A**