



# ATHULYA . M

E-mail : athulya5405@gmail.com Phone : 7558005262  
Address: MUKKILCHIRA(H), TV PURAM PO VAIKOM,  
KOTTAYAM,KERALA

## Objective

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Experienced hospital public relation assistant seeking a position with strong company in which to further advance .my skills in this industry while contributing to the success of organization.

## Work experience

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VPS Lakeshore Hospital  
Public Relation Assistant

February 2016 — December 2018

### Roles and Responsibility

- Coordinate all visitors and patients on the phone and directly with courtesy.
- Ensured that all enquiries made by the patients are answered.
- Dealing with the payments made by the patients and issued receipt for the same.
- Prepared all reports for the patients on computers as well as manually.
- Comforts patients by anticipating patients anxieties ,answering patients questions and maintaining the reception area.
- Services patients by greeting and helping them by scheduling appointments and maintaining records .
- Help VIP patients to make treatment easier.
- Excellent experience in executive medical checkup area.

Sangeeth Hospital  
Public Relation Officer

July 2021 — Present

### Roles and Responsibility

- Engaging with day to day activities of hospital.
- Managing and leading all front desk.
- Patient satisfaction monitoring.

## Education

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B.com co-operation  
M.G University,Kottayam  
54%

2012 — 2015

## Higher Secondary

Technical Higher Secondary School ,Pallipuram

60%

2010 — 2012

## Secondary School

G.H.S.S Thevervattom

69%

2010

## Personal Skills

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\* Time management

\* Patience and responsibility

\* Multi tasking

\* Customer Service

\* Flexibility

\* Quality Focus

\* Proven Leadership Skill

## Personal Profile

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Date of Birth : 28-04-1995

Husband Name : Harilal M. H

Father's Name : Sarasan

Mother's Name : Mini

Language : Malayalam,English,Hindi,Tamil

Marital Status : Married

## Declaration

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I here by declare that all the above written particulars are true to the best of my Knowledge and belief.

Athulya . M