

# SUNIL K ALIAS

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## CAREER OBJECTIVE

To secure a position in an organisation where I can utilise my talents, skills and work experiences for the growth of the same.

## WORK EXPERIENCE

- ❖ Working as a **Public Relation Assistant** in AMRITA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE. { 2021 – Present }
  - Control daily functions of the unit
  - Act as mediator between doctors, nurses and patients
  - Managing registers of the department
  - Prepare correspondences and day to day reports
  - Managing mails
  - Controls the materials management
  - Prepare and manage duty roster
  - Entering datas on the computer
  
- ❖ Worked as **Vigilance Assistant** at CELEBI AIRPORT SERVICES INDIA PVT. LTD. { 3 years, 2018 – 2021 }
  - Develop and implement security policies, protocols and procedures.
  - Prevention of Theft/Pilferage, loss of property etc.
  - Plan and coordinate security operations for specific events.
  - Duty Allocation of security personnel.
  - Staff monitoring and reporting.
  - Renewal of staff AEP.

## SKILLS & ABILITIES

- Microsoft Office – Intermediate knowledge on MS Word, MS Excel, MS Power Point

- Team player
- Good Communication & Interpersonal Skills
- Positive attitude and always willing to learn and develop my skills

## **EDUCATION**

- Completed **MBA in Finance & Marketing** with first class from School of Management Studies, **CUSAT**. (2015-2017)
- Completed B.Com in Computer Applications with first class from College of Applied Science, Puthenvelikkara. (2012-2015).
- Completed Commerce in Mathematics with distinction from NSS HSS Parakkadavu, kurumassery. (2010-2012)

## **ACHIEVEMENTS**

- ✓ Won Gold medal in Discuss Throw from **Cochin Inter-Collegiate Athletic Meet** in the year both 2016 and 2017.
- ✓ Won Bronze medal in Discuss Throw from **Kerala State Athletic Meet** in the year 2016.
- ✓ Attended special camping programme and successfully completed two year tenure in the **NATIONAL SERVICE SCHEME**.
- ✓ Active participation and volunteer in “Neighbourhood Youth Parliament” under **GOVT. OF INDIA (Ministry of Youth Affairs & Sports)**.

## **PERSONAL DETAILS**

Date of Birth	20-06-1993
Address	Kooran Thazhathuparambil (H) Nedumbassery P.O. Nedumbassery

Place : Nedumbassery P.O.

Date :