

Curriculum Vitae

APPUS K S

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Summary

- 9 years of experience in VPS Lakeshore Hospital Kochi as **In Charge of OPD Secretaries , Supervisor of Hospital Assistants(GDA)**
- **Supervisor – OPD, Public Relations, Operational activities, Administration**
- Capability to function effectively with strong operational and public relations/co-ordination skills.
- Skills in **Programme/Event co-ordination and Team management.**
- **Media Relations**

Objective

Seeking a challenging career where I can use my experience and Qualification for a growth oriented Organization.

Core Competencies

- Excellent documentation & communication skill.
 - Inter departmental co-ordination on various requirements.
 - Consolidation of reports for the management on operational matters.
 - Excellent knowledge in MS Office application packages.
 - Programme/Event co-ordination skills/ media relations
- Best team leadership

Languages Known – English, Hindi & Malayalam

Academic Credentials

- B.Sc Mathematics from Maharaja's College Ernakulam
- Knowledge in MS Word, Excel & Power Point
- PG Diploma in Journalism and Mass Communication (Pursuing as Distance)

Experience Highlights

a) June 2013 – April 2022

In Charge of OPD Secretaries at VPS Lakeshore Hospital, Kochi

Functioning as In Charge of all OPD activities/Supervisor –Public Relations/Team Leader of OPD Secretaries , Supervisor of Hospital Assistants (GDA) , Supervisor-Public Relations(OPD)

b) Freelance Reporter/Journalist/Celebrity Interviewer in Print Media/Online channels

Part time/freelance reporter/Journalist/Writer/Celebrity Interviewer in various Print media/Online channels

Personal Details:

Phone No.(Residence) : +91 **8893527518**

Email address : appusksofficial@gmail.com
appusks01@gmail.com

Father's name : Subrahmannyan K N
Date of Birth : 23rd^{October}, 1992.
Marital Status : Single
Nationality : Indian
Permanent Address : Kattithara House, Ezhupunna,
Eramalloor P O, Cherthala, Pin : 688537.

Reference : On request.

Declaration:

I hereby declare that all the above information provided is correct to the best of my knowledge and belief.

APPUS K S