



## Aswathy Sivankutty

Siva Bhavanam Erumakuzhy Palamel Nooranad Po Mavelikkara Alappuzha Kerala 690504  
8943398953, 9778377684 | aryansdaffod999@gmail.com

### Personal Details

- Date of Birth : 19/07/1995
- Marital Status : Single
- Nationality : Indian.

### Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

### Experience

- **DDRC SRL Diagnostic Services, Adoor** 04/Nov/2020 - 08/April/2022  
FRONT OFFICE
  - Receive and route messages or documents, such as laboratory results to appropriate staff.
  - Answer telephone and direct calls to appropriate staff.
  - Issue specimen collection container to patient's as needed.
  - Serves patients by greeting and helping them and answer patient's questions and provide assistance and directions when necessary.
  - Data entry work during the COVID-19 pandemic was rising which all informations were updated.
- **Mount Zion Medical College Chayalode Adoor** 01/Sep/2019 - 30/Jan/2020  
OFFICE ASSISTANT (Pharmacological Department)
  - Design and maintain filing and storage systems in the office.
  - Trained basic and advanced computer operations to MBBS Students.
  - May supervise students who come to the office, Monitors behavior.
  - Update daily attendance of the students.
  - Prepare Question papers and Answer sheets.
  - Preparing the exam hall and Monitoring students in the Exam Hall.

### Education

- **Mount Zion College of Engineering, Pathanamthitta APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY**  
Master of Computer Application(MCA) July 2019  
7.29
- **VNS College of Arts and Science, Konni Mahatma Gandhi University**  
BSc Information Technology May 2016  
B
- **St Stephen's HSS, Pathanapuram**  
Higher Secondary March 2013  
75%
- **Mount Tabor Girls High School, Pathanapuram**  
SSLC March 2011  
79%

## Projects

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- **Three Level Security Authentication in Online Banking**
  - An Android project which to design and implement a 3 level Authentication system using OTP, Fingerprint,QR Code for online transactions.Front end PHP and Back end MySQL.
- **Online KSEB**
  - This is a project to automate all the operations in an electricity office.Front end PHP and Back end MySQL
- **Customer complaint Tracking System**
  - A software project to handle the customer's complaint based on Electronics Equipments.Front End VB.net and Back end SQL server

## Skills

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- Tools and Utilities : AndroidStudio,Netbeans,Ms Office. Operating systems : Windows/Linux/Ubuntu.
- Programming Languages : Java,Html,Basic PHP,C,C++.
- Multitasking
- Customer service & Telephone skills

## Interests

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- Hearing music
- Travelling

## Languages

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- English
- Malayalam

## Reference

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- **RAJALEKSHMI THRIDEEP - "DDRC SRL Diagnostic Services"**  
Branch Supervisor  
77365233267
- **TARA SAMUEL - "Mount Zion Medical College Chayalode,Adoor"**  
HR Manager  
9497711011

## Strength

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- Interest to learn new things.
- Active listening and communicating.
- Customer service.

## Declaration

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- I hereby declare that the Information given above are true and correct to the best of my Knowledge and Belief.
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