

**ASHA K**

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PUTHENVEEDU, EZHUMATTOOR,  
PATHANAMTHITTA, KERALA-689586



## Objective

→ I seek challenging opportunities where I can fully use my skills for the success of the organization. ♦ Highly enthusiastic and energetic in public relation. ♦ Committed and responsible for the assigned job. ♦ Ability to adapt new environment & handle any situation. ♦ Effectively complete multitasks in time line.

## Education

**MG UNIVERSITY**

*2014*

MASTER OF PUBLIC HEALTH

**MG UNIVERSITY**

*2012*

BSC VOCATIONAL BOTANY(FOOD MICROBIOLOY )

**TECHNICAL HIGHER SECONDARY SCHOOL**

PLUS TWO(COMPUTER SCIENCE)

## Experience

**SPECIALIST HOSPITAL, ERNAKULAM**

*2015 - 2016*

PUBLIC RELATION OFFICER

Worked as departmental(Orthopaedic) PRO at specialist hospital...

Responsibilities:

- ♦ Coordinate
- ♦ Arrange and schedule meetings, camps, seminar etc...
- ♦ Visit IP patient, solve their problem as per their needs etc...
- ♦ Prepare certificates, discharge summary etc....
- ♦ Attent phone calls
- ♦ Visit OT and enter the cases in OT diary



## Skills

- ◆ Public relation
  - ◆ Leadership
  - ◆ Communication
  - ◆ Decision making
  - ◆ Interpersonal
  - ◆ Problem solving
- TECHINAL SKILL: MS office



## Language

WRITE - ENGLISH, MALAYALAM, HINDI  
READ - ENGLISH, MALAYALAM, HINDI  
SPEAK- ENGLISH, MALAYALAM, HINDI



## AREA OF INTEREST

ADMIN EXECUTIVE  
COUNCILLOR  
QUALITY MANAGER  
PUBLIC RELATION



## Reference

REGI RAM - "UNIVERSITY SCHOLL OF MEDICAL EDUCATION "

HOD

9447472919

TIJA VARGHESE - "SPECIALIST HOSPITAL, ERNAKULAM "

HOD, PUBLIC RELATION DEPARTMENT

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