

COVER LETTER

Ashna KS

ashnaarsha@gmail.com

+91-9072132177

To whomever it may concern

Dear Sir/Madam.,

I would like to apply for the Vacant position in your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Ashna KS

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Thrissur, Kerala
+919072132177
ashnaarsha@gmail.com



Objective

I look forward to an experience that is both intellectually and professionally valuable. I hope to see myself grow as a professional and as an individual working in an innovative and competitive world. I wish to contribute to the organization with hard work, sincerity, patience and dedication.

Academic Details

MG UNIVERSITY

POST GRADUATE DIPLOMA IN CLINICAL SOCIAL WORK & COUNSELLING PRACTICE, 80%, 2020

CALICUT UNIVERSITY

MASTER OF SOCIAL WORK, 70%, 2018

CALICUT UNIVERSITY

BA FUNCTIONAL ENGLISH, 75%, 2016

Work Experience

Business Point, JVC - DUBAI

Sales Supervisor / Manager, Feb 2021 - Sep 2021

Role: *Manage Business and make more customers for the company.

*Maintain Customer Relation Developments.

*Planning, Execution and Report to the Directors.

*Arrange Meetings with Directors.

*Coordinate & support with sales teams.

*Attend meetings with clients.

*Giving Instructions and information about company to the clients.

*Make Business development and marketing through social media and other websites.

*Direct marketing with customers, companies and organisations.

*Participates in self and other education, training and development, as applicable.

*Performs any other related duties as assigned.

Marhaba Paradise-International City, DUBAI.

General Sales Supervisor, Oct 2020 - Feb 2021

Role: *Marketing and Sales for the company services.

*Digital Marketing through social media and websites.

*Attend Meetings with customers, companies and organisations for sales.

*Make Advertisements and Publish information through social media and there by achieving sales.

*Direct Marketing with customers who visited in the office by provide information about our services. (Visa types, packages, business setup, ecommerce license).

*Giving Reports to Managing Director.

Government Girls high school - Thrissur

School Counsellor, Mar 2019 - Jul 2019

Role: *Giving instructions and Awareness class about different mental health issues.

*Awareness about sex education.

*Motivation class.

*Providing counselling to the one who needed.

Rajah Rehabilitation Centre -Thrissur

SOCIAL WORKER, Jan 2019 - Mar 2019

Role: *Building relationship with client and their families.

*Being an advocator.

*Working as a mediator.

*Case worker.

Project Details

Role of Spouse on Antenatal Care

Qualitative Analysis

Period: 3 months Team Size: 12

Role: Counselling

Field of Interest

Administration, Counselling, Human Resources, working in geriatrics area

Skills

Leadership and Management

Excellent Communication Skills

Excellent handling in Ms. Word, Excel,

PowerPoint, Professional Counselling,

Paediatric Counselling, Rehabilitation Counselling

Business Development works, Hr Coordinator.

Industrial Exposure

Industrial Visit at:

National Institute of Physical Medicine and Rehabilitation (NIPMR), Kalletumkara.

Rajah Rehabilitation Centre, Muthuvattor, Guruvayoor.

Implant Training at:

AMALA institute of medical sciences - Thrissur.

National Seminar on Know Your Nature

ATMA Foundation, Trissur

Curricular Activities

Co-Curricular

Student membership in Kerala Association of Professional Social Work.

Attend the work shop for project planning

Attend the Almoner's day in Amala Institute of Medical Science

Coordinate and lead the students camp in college at 2016 that held in kollangod in palakad

Extra-Curricular

Give leadership to so many charity activities

Strength

Strong Commitment and dedication towards work
Honesty
Positive Attitude towards life

Hobbies

Traveling, Social works

Declaration

I ASHNA K. S, here by declare that the above information's are true, complete and correct to the best of my knowledge and belief.



(ASHNA K S)