



AISWARYA H KURUP

SUMMARY

Exceptionally sensitive and thorough Medical Social Worker with a stellar patient service record. Adept at fostering and sustaining productive and positive relationships with patients' families and medical staff. Able to explain complicated medical and social work procedures in a clear and professional manner to a variety of professional and non-professional audiences



ADDRESS

Parayath House
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India



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+91 9846042449



EMAIL

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HIGHLIGHTS

- IELTS Score – overall – 7
- Extensive medical social work experience
- Strong familiarity with medical issues in the Emergency Medicine Department
- Exceptional skills in cultivating productive relationships with patients and physicians
- Superior expertise in a wide variety of clinical duties and procedures
- Good skills in patient evaluation and accurate documentation
- Outstanding oral and written communication abilities
- International Exposure in Australia
- Active Listening
- Emotional Intelligence (EQ)
- Organization
- Critical Thinking
- Tolerance
- Setting Boundaries
- Empathy
- Communication

EXPERIENCE

Executive – Operations Department

Apollo Adlux Hospital, Angamaly

January 2021 – December 2022

Job description:

- Coordination of registration process
- Coordination of booking and rescheduling appointments
- Coordinating the billing procedures
- Guiding patients during their health check-ups
- Providing proper instructions regarding follow up of patient

HR Associate

Tuxcentrix Consultancy Pvt Ltd
Ernakulam, Kerala Pin 682018

January 2019 – January 2021



EDUCATION

Masters in Social Work
(Medical and Psychiatry 2015-2017)
M.G University, Kerala

Bachelors in Commerce
(Finance and Taxation 2012-2015)
M.G University, Kerala

IRCA Certified ISO 9001-2015,
Lead Auditor

PAPERS PRESENTED



Diversity in Indian Culture and Languages”, at James Cook University, Townsville, Australia

“Spirituality and Health”, at DeNovo’16 International Conference held at De Paul Institute of Science and Technology

“Multiculturalism in India”, at Bahuswara National Conference held at Sree Sankaracharya University, Kalady



FIELDWORK

- Narayana Hrudyalaya Super Speciality Hospital, Bengaluru In March 2017
- Sacred Heart Psychiatric Setting In February 2017
- Mithradam Community Development NGO In August 2016



MEMBERSHIP

Life Membership in National Association of Professional Social Workers In India (NAPSWI)
Membership
No.: NAPSWI/KER/LIFE/21430

Job description

- Communicating with potential job candidates
- Recruitment of staffs
- Approving job descriptions and advertisements
- Managing HR records including resumes, employee forms etc
- Responding to HR related queries within the company
- Coordinating the training sessions

Customer Relationship Officer

Emergency Medicine Department
Lisie Hospital, Kaloor, Ernakulam, Kerala Pin 682018
March 2018– December 2018

Job description:

- Provided support in crisis and emergency patient situations. Performed psychosocial patient assessments as necessary. Participated in designing and organizing quality enhancement initiatives.
- Strove to maintain a safe and secure clinical environment for patients and medical staff.
- Provided short-term counselling and crisis intervention services as necessary.
- Functioned as hospital liaison to various community resource programs.
- Participated in interdisciplinary clinical team activities on a regular basis.
- Consulted with a variety of facility educational and support services.

REFERENCE

1. Mr. Cyril John,
Professor, MSW Dept,
Christ University, Bengaluru
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2. Dr. Peter Jones
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DECLARATION

I do hereby declare, that the above furnished information is true to the best of my knowledge and belief

Aiswarya Haridas Kurup