

## CURRICULUM VITAE

SURYA P.T  
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### OBJECTIVE:

To associate with an organization that will give me a challenging and interesting carrier with opportunities to learn to innovate, and to have satisfaction of success in life.

### ACADEMIC QUALIFICATIONS:

CORSE	Institution	board/university	Year of completion	Percent
<i>S.S.L.C</i>	<i>L.M.C.C.H.S.G FOR GIRLS</i>	<i>BOARD</i>	<i>MARCH 2001</i>	<i>55.17%</i>
<i>PLUSTWO(Humanities)</i>	<i>S.N.H.S.S AYYAPANKAVU</i>	<i>BOARD</i>	<i>MARCH 2003</i>	<i>66.67%</i>
<i>Graduation (History)</i>	<i>MAHARAJAS COLLEGE, EKM.</i>	<i>M.G UNIVERSITY</i>	<i>MARCH 2006</i>	<i>62.12%</i>
<i>Post- Graduation (History)</i>	<i>MAHARAJAS COLLEGE, EKM.</i>	<i>M.G UNIVERSITY</i>	<i>MAY 2009</i>	<i>56.55%</i>

## **COMPUTER QUALIFICATION:**

*Diploma in Computer Financial Accounting. (DCFA)*

## **PROFESSIONAL ACCOMPLISHMENT:**

Current position: Public relation assistant **in Amritha Institute of Medical Science and Research Centre, Ponekkara, Kochi**. Duration: From 26/10/2009 to till the date.

## **JOB DESCRIPTION:**

1. Performs Public relation work such as receiving patients, providing appointments, admissions and all other related work.
2. Handle communication system like telephone, letters, and Emails.
3. Give proper answers to the enquiries over the telephone & emails such as fixing appointments, rescheduling of appointments, Admissions etc.
4. If doctors are on leave, then cancels the appointments & informs the patients through phone & mails.
5. Explains the OPD formalities to the patients, prepare new records for new visits.
6. Enter re-visits of patients into the computer, collects renewal payments, plans & reschedules of admission of patients, etc.
7. Directs patients to nursing room for tests and other investigations. Also gives proper information/guidance to patients regarding their queries/clarifications.
8. Enters revisits patients details I HIS ADT module, make MRD request, directs patients to doctors room and thereafter to blood test room, pharmacy, billing etc.
9. Plans & schedule patient admission in the computer and directs the patient to FIC & IP etc.
10. Maintains new visits register, re-visits register & reference register.
11. Checks e-mails and prepares statistics of patient for each day and every week.
12. Receives messages for doctors for doctors and other departmental employees.
13. Performs other related duties as assigned.
14. Maintains statistics of new and review patients and patient records.
15. Enter re-visits of patients into the computer, collects renewal payments, plans & schedules of admission of patients, etc.

**Soft Skills:**

- Basic Computer Skills (Word, Excel, Power Point, Email...etc.)
- Ability to work together in a team
- Ability to operate all office equipment
- Ability to provide assistance in general administrative activities
- More than 2.5yrs working as a technician/Spare of Dexa Scan Machine in Department of Endocrine.
- Draft letters & performs other typing works.
- Sends e-mails to patients in reply to their queries inside and outside the country. Also sends e-mails to other officials/doctors.
- Makes corrections/ modifications in the Discharge summaries, takes the printouts and sends to the patients.

**Extra Achievements: -**

- Born Mineral Densitometry Test with GE Lunar Prodigy Scanner.

**Work Experience:**

AMRITA INSTITUTE OF MEDICAL SCIENCE AND REASECH CENTRE	PUBLIC RELATION ASSISTANT	14 Yrs.' experiences

**MY STRENGTHS:**

My determination to learn; diligence at work.  
Punctuality and adaptability to any environment.  
Ability to operate all office equipment.  
Dedication & Commitment  
Ability to interact actively with other officials and employees in the organization.  
Ability to take new challenges  
Good Public relation skills  
Ability to maintain confidentiality at all time of the organization and personnel related information  
Negotiation skills  
Good interpersonal & Communication skills.  
Ability to prioritise tasks  
Dedication & Commitment  
Ability to work both in a team and independently.

**PERSONAL INFORMATION:**

Husband Name : Varunjith. S  
Mother's Name : K. P Sujatha  
  
Date of Birth : 31/12/1984  
Sex : Female  
Marital status : Married  
Nationality: Indian  
Language Known: Malayalam, English, Hindi

**DECLARATION**

I hereby declare that all the information stated above is true the best of my knowledge.

**Place: Vaduthala**  
**Date: 06/07/2023**

**Surya P.T**

