

Curriculum Vitae

Name SALY B
Address PYNAKKIL HOUSE
VENNALA P
O KOCHI -
682028
Cell Phone 8848033422
Email salyshibu2011@gmail.com

Personal Information

Date of Birth 06/04/1979
Place of Birth Aluva, Ernakulam
Dist Citizenship Indian
Gender Female Marital
Status Married
Spouse's Name Shibu P R

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge , and leverage my learning.

WORK PROFILE

Senior Executive - 01/09/2018 - Present Kinder Multispecialty Hospital | Pathadipalam

Kinder Multi specialty Hospital - 100+ bedded, offers the highest standard in healthcare through a combination of cutting edge technology, a team of well qualified, experienced and dedicated doctors with global education & experience and super specialized clinicians. We bring to your care 20 years of experience in treating thousands of happy patients across multiple hospitals in Kerala

Routine duties

- * Preparing and issuing Discharge Summaries
- * Medical/ Fitness Certificates
- * Treatment summaries
- * Reply to the Insurance queries etc.

5 years of experience in Senior Public Relation Assistant with a well-versed Medical Institution AIMS (Amrita Institute of Medical science and research centre) having Annual patient turnover touches an incredible figure of over 702,000 outpatients and nearly 65800 inpatients

2 years of experience Ernakulam Medical Centre as Secretary

2 years of experience Aide-et-Action as faculty in Office Secretary

2 years of experience in ETC Palarivattom as Office Administrator

2 years of experience in Century Club as Receptionist

PROFESSIONAL EXPERIENCE

Senior Public Relation Assistant Amrita Institute of Medical science | May 2009 to Feb 2014

The Amrita Institute of Medical Sciences is the adjunct to the term "new universalism" coined by the World Health Organization. This massive healthcare infrastructure with over 3,330,000 sq. ft of built-up area spread over 125 acres of land supports a daily patient volume of about 3000 outpatients and with 95 percent inpatient occupancy.

Works handled

- * Managing the reception of the Pediatric Surgery
- * Build strong relationships and networks with colleagues, clients and the media and answer enquiries from Patients
- * Maintain and update information on the organisation's website

Receptionist Century Club | May 2009 to Feb 2014

Century club is located 4 kms south east of the citadel of Ernakulam, with easy access, both from town and omfort of NH-47. Acres of sheer scenic beauty add to the special splendor and charm of Century . The buildings are planned and built in such a way, that they do not in any way disturb the nestling c nature.

Works handled

- * Managing the reception of the family club

**Office Administrator
Engineers Training Centre | May 2009 to Feb 2014**

Engineers Training Centre in Ernakulam is one of the leading businesses in the Engineering Colleges. Also known for Colleges, Polytechnic Institutes, Engineering Colleges, Institutes For Diploma In Civil Engineering and much more.

Works handled

* Managing the front office / Accounts

**Faculty in Office Secretary Ship
Aide-et-Action | May 2009 to Feb 2014**

Citizens of the world, join forces with our international movement to promote access to education for all through cooperation, empowerment and the development of skills of local populations. Aide et Action develops its action in a perspective of lifelong education, focusing its interventions on programmes and projects favouring the following, for the most marginalised and vulnerable populations .

Works handled

*Giving employment training for the youth and women of the backward are

**Secretary
Ernakulam Medical Centre | May 2009 to Feb 2014**

As a NABH accredited hospital, our goal is to continually improve our performance and strive to be the best multispeciality hospitals in Kochi and a leading provider of high-quality patient centred healthcare in the region.

Works handled

- * Preparing and issuing Discharge Summaries
- * Treatment summaries
- * Medical/ Fitness Certificates

EDUCATIONAL QUALIFICATION

BA English Literature – From Mahatma Gandhi University -2000

PDC - From Mahatma Gandhi University 1997

CBSE 10th – From Sivagiri Vidyanikethan Aluva1995

Computer Skills

* PGDCA

* Familiar with MS Word , MS Excel ,Spreadsheet and Word processing.

Key Skills

* Ability to communicate effectively and coordinate work with other staff members for day to day activities.

* Very dedicated, Hard working, Sincere and Empathetic

Declaration

I here by declare that all the information given above is true to the best of my knowledge and belief.

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