



+918921404763

aathiayanikottu@gmail.com

AYANIKOTTUPANAYIL VEEDU,  
ODANAVATTOM PO  
KOTTARAKKARA 691512, KOLLAM,  
KERALA,INDIA

## SKILLS

- Book keeping
- Excellent communication
- Data Entry
- Ability to work independently and in a team.
- Highly organized and detail oriented.
- Documentation
- Power point presentation
- Ability to maintain cooperative working relationship with management and colleague.
- Time management
- Conflict management

## IELTS

- GENERAL TRAINING  
OVERAL BAND SCORE-5  
CEFR LEVEL -B1

## LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL

## ADDITIONAL CERTIFICATE

- Attended workshop on primary assessment in Psychiatry at Louismount Hospital , Wayanad
- Attended ALMOMERS 2019 at Amala Institute of medical Science Thrissur.
- Participated in the Psycho Social Care programme with NIMHANS on 2018 the flood affected victims in Kerala
- Conducted a counseling class for Adolescence problems at Govt. UPS Malila, Kollam.

# ATHIRA REJI

## PROFESSIONAL SOCIAL WORKER

### SUMMARY STATEMENT

Strong and Dedicated School administrative assistant with 4 years experience in CBSE school. Expertise in establishing rapport and building trust with students, faculty members ,areas of expertise student relations, problem solving and staff management. Provide general office support for a variety of administrative task, organization skill, good communication skill, and excellent time management skill.

### WORK EXPERIENCE

#### SCHOOL ADMINISTRATIVE ASSISTANT

**ST.GREGORIOS ENGLISH MEDIUM SCHOOL**  
**AGALI,PALAKKAD,KERALA**  
**June 2019 - Present**

- Admission management
- Fee management
- Maintaining database
- Document collection and Maintaining

#### OFFICE ADMINISTRATION

**AKS- EDUCATION CONSULTANCY, KOLLAM**  
**June 2014-June 2017**

- Career guidance for students
- Admission procedure
- Exam registration
- Support for all university related documentation process.

### EDUCATION

**2017-2019** (MAHATMA GANDHI UNIVERSITY,KERALA)  
**MASTER OF SOCIAL WORK WITH MEDICAL AND PSYCHIATRY**  
ST.GREGORIOS COLLEGE OF SOCIAL SCIENCE, PARUMALA,KERALA

**2011-2014** (KERALA UNIVERSITY)

**Bsc.POLYMER CHEMISTRY**

MARTHOMA COLLEGE OF SCIENCE AND TECHNOLOGY,AYOOR,KERLA

**2009-2011**

**HIGHER SECONDARY EDUCATION**

ST.STEPHNE'S HIGHER SECONDARY SCHOOL,PATHANAPURAM,KERALA

**2008-2009**

**SECONDARY EDUCATION**

GOVT.H.S.S PATTAZHY,KERALA

### SOCIAL WORK INTERN

**10 Days** - Mannar Gramapanchayat office, Alappuzha, Kerala as Social Worker , 2018

**1 Month** - Accept I.R.C.A De-Addiction Center, Kattanam, Kerala as a Psychiatric Social Worker , 2018

**1 Month** - Santhula Trust Hospital,Vadakara,Ernakulam, Kerala as a Psychiatric Social Worker , 2018

**1 Month** - Amala Institute of Medical Science,Thrissur, Kerala as a Medical Social Worker- Oncology Department , 2019

**1 Month** - Child Line , Kochi, Kerala. as Social Worker , 2019

### DECLARATION

I hereby declare that all the details furnished above are true and correct to best of my knowledge and belief.

ODANAVATOM

ATHIRA REJI