



BESY VARGHESE

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ADDRESS FOR COMMUNICATION

CHERAKKUNNATHU HOUSE
MUDAVOOR P.O
MUVATTUPUZHA
PIN : 686669
KERALA
INDIA

PERSONAL DETAILS

Gender : Female

Marital status : Single

Date of Birth : 12/12/2000

Father's Name : Varghese CV

Nationality : Indian

SKILLS

Leadership

Customer Service

Effective Time Management

Ability to Work Under Pressure

Communication

LANGUAGES

Malayalam

English

Profile

Dependable Public Relation Officer Trainee with 9 months of experience, looking to work in an organization which gives ample opportunity to showcase my talent. I ensure that I do it in the best possible, effective and ethical manner.

Employment History

Public Relation Officer Trainee , B&B Memorial Hospital , Thrikkakara, Kakkanad

AUGUST 2022 – MAY 2023

- Handling all communications related to PRO department
- Assisting patients and Bystanders with their queries/ requests
- Preparing work schedules.
- Preparing reports.
- Preparing MLC/RTA reports.

Education

Diploma in Hospital Administration, Viswavidhyapeedom Educational institute.

FEBRUARY 2022 – JULY 2022

BBA at Mahatma Gandhi University, St. Mary's College of Commerce & Management Studies, Perumbavoor

JUNE 2018 – MARCH 2021

SSLC at Kerala Board Public Examinations, Ebenezer Higher Secondary School, Veetoor

MARCH 2015 – MARCH 2016

References

Renoy Raju - B&B Memorial Hospital Trikkakara, Kakkanad

In charge of Public Relation Department

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