



ATHIRA KJ

Ward Secretary/ IP Executive

PROFILE

Strong analytical thinker, constructive problem solver, and an excellent communicator. Hopeful for the position of an Administrator to apply 2years of administrative experience to manage and create effective workflow between systems and groups.

CONTACT

Koottungalathara House
Edavanakad .PO
Ernakulam District
682502
Kerala, India
Mob: +91-8289935070/9846363910
Email: aadhijoshiy903@gmail.com
DOB:01/05/1995

LANGUAGES

English
Hindi
Tamil
Sanskrit
Malayalam

SKILLS

Computer Skills: Microsoft Office, System Administration, Spreadsheets, Email management
Arcus Air
Problem-solving
Teamwork
Communication
Organizational skills
Customer service

EDUCATION

Degree of Master of Education (M.Ed) June 2018-October 2020
Mahatma Gandhi University, Kottayam
School Of Pedagogical Sciences

Degree of Bachelor of Education(B.Ed) June 2015-March 2017
Mahatma Gandhi University, Kottayam
University College of Teacher Education,

Degree of Bachelor of Science: June2012-March2015
Mahatma Gandhi University, Kottayam
Sacred Heart College, Thevara, Ernakulam
BSc Zoology

WORK EXPERIENCE

Operations Executive
Ananta Civil service Academy
Kochi, Kerala
August 2023

Operations Executive Role and Responsibility

Communicating with executives and upper management regularly.
Collaborating with executives and creating operational policies and procedures.
Overlooking the daily functions of the business.
Creating short and long-term operational goals.
Suggesting improvements needed in different operations.
Maintaining a healthy relationship with suppliers and stakeholders.
Making sure the compliance with laws and regulations.

Ward Secretary/IP Executive
Meitra Hospital Calicut
JCI and NABH accredited hospital in Kerala
November 2021-June 2023

Ward Secretary/IP Executive Role & Responsibility

Responsible for admitting patients, transcribing doctors' orders.
Responsible for copying the chart and sending accurate labs, X-rays, P.T., O.T.
Notified nurse of stat orders was a very important part of the job.
Maintained accurate records of patient care, condition, progress, and concerns.
Obtained information about clients' medical history, drug history, complaints, and allergies.
Answered phones and call bells in a timely manner.
Performed clerical duties, such as word processing, data entry, answering phones, and filing

REFERENCE

References available upon request.

DECLARATION

I hereby declare that all the above-mentioned particulars are true to the best of my knowledge and belief.

Athira K J