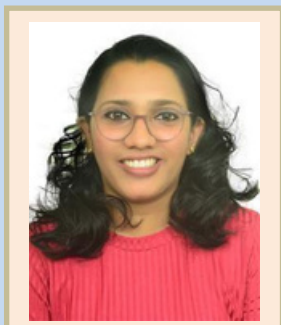


SILPA VIJAYAN



CAREER OBJECTIVE

To work in a Professionally managed organization. Enabling my professional and personal growth and offering significant learning and performance-based career in the latest and fast-growing techno commercial domain. I wish to evolve as an effective personality through progressive and sincere sustained effort.

CONTACT

PHONE: +91 9544650587

Pathyapurackal

Thoppumpady

Kochi

Email: silpavijayan00@gmail.com

CORE QUALIFICATION

- *Problem solving*
- *Communication skill*
- *Adaptability*
- *Team work*

EDUCATION

Master of human resource management

CET College

B.om Computer Application

Mahathma Gandhi University

LANGUAGES

- *Malayalam*
- *English*
- *Hindi*

Experience

(CRO) Medical Trust Hospital kuzhuppilly (2023)

- *IP admission*
- *IP rounds daily*
- *prepare and send daily op& IP reports to management*
- *IP feedback entering daily*
- *Ensure timely reporting to health department regarding communicable disease*
- *Ensure smooth functioning of entire department such as pharmacy, USG, cash department, op aera, billing section IP etc*
- *Ensure OP & IP feedback is given to patients every day*
- *finance counselling for surged patients*
- *ensure discharge procedure are functioning smooth without any delay*

PRO Speed wings Aviation Academy

kochi kerala india 7/2018 2/2019

- *Public speaking at presentation, conference etc about the activities of organization*
- *Writing and editing brochures*
- *Planning public relation campaign and strategies for new students and parents*
- *To give a total idea about the school facility and Fee structure of the organization to parents and students*
- *Created interesting written and photographic content to grow and compliment organisational profile, reputation and influence.*
- *Cultivated positive relationships with media organisations to support PR objectives.*

HR

Jayalakshmi Silks Pvt Ltd

Kochi kerala India (07/2017- 02/2018)

- *Conducting recruitment and exit interviews and recording them accordingly*
- *joining formalities*
- *receiving and updating job description for all position regularly*
- *handling monthly payroll and yearly forms for employees*
- *Communicated job expectations; planned, monitored, evaluated, and reviewed job contributions.*
- *Communicated with the team to assess and knowledgeable manner.*
- *Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.*
- *Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.*

