



# ATHIRA V A

9656597102

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Vattaparambil(H), desamangalam P O, Thrissur, Kerala, India,  
pin code 679532

## OBJECTIVE

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To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

## EXPERIENCE

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- 6 month

- **Human resource trainee**

Avitis institute of medical science , palakkad

I had done an academic observership in HR department of avitis institute of medical science, Palakkad. Handled all HR duties and responsibilities in the hospital which has about 573 employees. Very proficient in,

- Managing the employee records hiring documents
- Proficient in arranging interviews, Recruitment and selection process
- Reviewed resumes of potential job candidates and scheduled interviews accordingly.
- Assisted in training and induction programs provided for the employees
- Attended telephonic calls

Avitis is an NABH accredited multispecialty hospital in Palakkad, Kerala. It provides world-class healthcare services & treatment at a reasonable cost.

- 15 days

- **Quality executive intern**

AL - Ameen Hospital Marathamcode Thrissur

Working as a quality executive intern in quality department of Al ameen hospital, Marathamcode. Very proficient in,

- Handled quality related works
- Handled system works

Al ameen hospital is well known establishment act as a one stop destination servicing customers from local and other part of thrissur.

## EDUCATION

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2023

- **MBA**  
SMS Arnattukara (Calicut University)

2020

- **BBA**  
Chinmaya mission college kolazhy (Calicut University )

2017

- **Plus two**  
Govt. HSS cheruthuruthy

2015

- **SSLC**  
Govt. VHSS Desamangalam

## COMPUTER KNOWLEDGE

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- Highly proficient in Microsoft Excel, word, power point
- English and Malayalam data entry

- Through understanding of social media

## SKILLS

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Communication skill

80%

Planning and organizing

80%

Attention to detail

80%

Customer service skills

80%

Adaptability

80%

Coordination skill

80%

## ACHIEVEMENTS & AWARDS

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- Coordinate National level management fest EVOCA 2023 at SMS, Dr. John matthai centre
- Participate in HR game, management fest held in Jai Bharath college of arts and science
- Participate in World patient safety Day Exhibition -2022 conducted by KIMS AL SHIFA

## LANGUAGES

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- Malayalam (native)
- English (fluent)
- Hindi (proficient)

## PERSONAL DETAILS

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- Date of Birth : 21/04/2000
- Marital Status : Single
- Nationality : Indian
- Passport : X9093634

## REFERENCE

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- **Dr. P Vasanthakumari - Dr. John matthai centre Arnattukara**  
Head of the department  
9447795387
- **Adarsh M - Avitis institute of medical science, palakkad**  
HR manager  
99616 57565