

JOTHSNA ROASH

Edassery House

Near Calling Bell Hospital

Karukutty P.O

Ernakulam – 683576

Religion : Christian

Caste : Roman Catholic

Age : 33 yrs

Marital Status : Married

Phone : 9496285835

Email : jothsnajopaul@gmail.com

Career Objective

To enhance my career in Public Relations by becoming a responsible and useful employee of the organization and a part of its growth.

Summary

A postgraduate in Environmental Science and an experience of one year apprenticeship in reception management and public relations.

In depth knowledge about customer relations, crisis communication and corporate social responsibility.

An effective communicator with good interpersonal communication skills.

A fast learner with excellent grasping capability and strong relationship skills.

Academic Credentials

MSc in Environmental Science from University of Kerala (First class)

BSc in Chemistry from University of Calicut (First class)

Receptionist Apprenticeship from Regional Cancer Centre, Trivandrum

Medical Documentation Apprenticeship from Regional Cancer Centre, Trivandrum

Employment Profile

Hands on experience in handling patient, visitors and public in RCC as part of reception management

Conducted customer satisfaction survey

Resolved customer's disputes about services

Had experience in PR activities like reporting, researching and writing content for booklets and brochures

Skills

Target oriented person

Leadership skills

Teamwork spirit

Communication skills

Computer skills

Languages known

English

Hindi

Malayalam

Interest and Activities

Reading

Cooking

Place - Karukutty

Jothsna Roash

Date - 02-02-2024