



# Parvathy Thadathil

## HR Assistant

Energetic and enthusiastic MBA graduate specialized in Hr and Marketing looking for roles that are challenging careers in Human Resources and enhancing my skills. My Passion to People development and strengthen their capabilities lead that can help any organisation for its growth and for the Employee Empowerment.

## Contact

### Phone

0524658716

### Email

tsparvathy98@gmail.com

### Address

Zabeel building  
Zabeel street near Karama  
postoffice  
Postal Code : 47115

## Education

**2023**  
**MBA in HR and Marketing**  
**(Rabindranath Tagore**  
**University)**

**2021**  
**Diploma in Corporate**  
**Accounts and Tax**  
**(Pass Corporate Training )**

**2020**  
**B.Com Finance**  
**(Kerala University)**

## Skills

**Decision Making**

**Human Resource Management**

**Strong Interpersonal Communication**

**Time Management**

**MS Excel**

**Critical Analysing**

## Language

**English**

**Malayalam**

**Hindi**

**Tamil**

## Experience

**2023 -**  
**Easy Shop General Trading , Dubai**

### Marketing Coordinator /HR Assistant

- Screening Candidates
- Assisting in Job training
- Screening cvs
- Assisting Hr as part of Recruitment
- Scheduling Meeting /Interviews
- Collecting Leads for Sales
- Managing day -to -day team meetings with Head of Departments
- Administrative Tasks
- Call-Flow
- Handling customers , Companies queries
- Coordinates and Overseas the day to day workflow
- Finding techniques for Marketing Products
- Contacting Customers and Marketing Cosmetic products.
- Working as First point of Contact
- Conducting Initial Round of Interviews

**2022- 2023**  
**Aster Dm Healthcare , Dubai**

### Marketing Coordinator

- Single Point of Contact for Multiple clinics, hospitals
- Working as First point of contact
- Scheduling Appointments
- Radiology and Lab report handling
- Managing day -to -day team meetings with Head of Departments
- Maintaining weekly trackers for Doctor's for Refferals
- Maintaining Insurance and Lab trackers
- Handling patients ,Clinics and Lab queries
- Coordinates and Overseas the day to day workflow
- Call Flow
- Tracking daily Lab and Radiology Records

## Achievements

Successsfully completed the one day workshop on "Foundation programme in capital markets " conducted by Hedge School of Applied Economics

## Projects

A Study On Consumer Buying Behaviour Towards Smartphone

## Personal Details

Passport No. : M0962131

Maritul Status. : Single

Date of Birth. : 26/09/1998

Visa Status. : Visit Visa

Nationality. : Indian

Gender. : Female