

ABY AUGUSTIN K

Karukaparambil
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OBJECTIVE

Looking forward for a challenging opportunity in a reputed firm to develop my own potential and participate in the growth of firm.

EDUCATIONAL QUALIFICATIONS

Examination	Discipline/ Specialization	School/College	Board/University	Year of Passing
Master's Degree	M.Sc Zoology	Indira Gandhi College of Arts & Science Nellikkuzhi Kothamangalam	MG University	2014-2016
Degree	B.Sc. Zoology	St.Michael's College Cherthala Alappuzha	Kerala University	2011-2014
Higher Secondary Education	HSE	S.N.M.G.B.H.S.S Cherthala Alappuzha	State board, Kerala, India	2011
High School	SSLC	St. Aloysius Senior Secondary School Punnapra Alappuzha	CBSE	2009

STRENGTHS

- Positive Attitude & Confident
- The Ability to smile
- The drive to team play and Well Motivated
- Practically quick learner
- Flexibility to change and adapt
- Good Communication Skills (oral and written)

- Ability to work well under pressure

EXPERIENCE

- **05/10/2016 to 20/12/2019**

Office Assistant in Aby Fabricators & Erectors (Fabrication & Erection Of Ss/Ms Tank, Vessel, Equipment, Pipe & Structure Of Project & Maintenance For Chemical, Distillery & Food Industries)

- **10/08/2020 to Present**

Assistant Manager in Public Relations & Marketing at Sahrudaya Multi Speciality Hospital Alappuzha.

JOB PROFILE

- Excellent organizational skills
- Coordinating discussion for steps to improve client service and hospital image
- Operations of firms social media promotion. Proficient in all social media platforms, such as Instagram, Twitter, Facebook, website
- Daily visits to all the floors and ensures corrective and preventive actions timely
- Designing advertisement hoardings / pamphlets for marketing activities.
- Track media coverage and follow industry trends
- Prepare and submit PR reports
- Organizing in-house/outdoor medical camps.
- Edit and update promotional material and publications (brochures, videos, social media posts etc.)
- Versatility, willingness and confidence to tackle new responsibilities
- Co-ordination with the entire inhouse department.
- Guide insurance patients in submitting paper documents to insurance department for cashless facility availing.
- Good knowledge in clerical works Insurance, Death & Birth section, license renewal(Hospital License, Drug License, RS1, ND3, Scanning License etc.) from time to time, contact municipality/panchayaths for several arrangements.
- Always keep in touch with Police officials & other departments of governance.

- Handling foreign relations in both OP/IP maintain the datas of IP according to FROO.
- In touch with medias for the betterment of firm. Prepare and distribute press release

COMPUTER SKILLS

- Basic computer knowledge
- MS Office (Excel, Word, Powerpoint)
- Designing knowledge (Branding)

PERSONAL PROFILE

- Name : Aby Augustin K
- Father's Name : Mr. Augustin K.S
- Mother's Name : Mrs. Mariamma Augustin
- Spouse : Mrs. Anu Anna Joy
- Date of Birth : 15-09-1993
- Marital Status : Married
- Hobbies : Swimming, Driving, Travelling, Direction, Reading.

LANGUAGES PROFICIENCY

- English (Spoken & Written)
- Hindi (Spoken & Written)
- Malayalam- Mother Tongue (Spoken & Written)

DECLARATION

I here by declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date : 16/03/2024
Place : ALAPPUZHA

ABY AUGUSTIN K