

AMAL ANTONY



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📍 Molathu (H)
Kulaparachal po
Idukki 685619
kerala

SKILLS

- Ability to Work with team
- Quick learning skills
- Time management skills
- Organizational skills
- Technical and financial skills
- Microsoft Office Skills
- Verbal and written communication

PERSONAL INFORMATION

Date of Birth: 20/01/1997

Gender: Male

Marital Status: Single

LANGUAGE

English

Malayalam

REFERENCES

Honey Devasia
Outreach State Manager
Karkinos Healthcare, Cochin
7012981819
honey.devasia @karkinos.in

OBJECTIVE

Aspiring for challenging opportunities to utilize my capabilities, to learn more for the growth of my career and contribute maximum to the growth of the organization. Utilize my skills and knowledge for organizational and personal growth.

WORK EXPERIENCE

Outreach in Executive, Karkinos Healthcare Pvt.ltd Cochin, Cochin, India (March 2022 - April 2024)

- Schedule and coordinate meetings, appointments, and travel arrangements for coordinators and managers
- Maintained a filing system on all documentation about staff and Patients.
- Record Keeping and Maintenance and Data Entry
- Preparing weekly, monthly reports and invoices

CS Associate in Sutherland Global Services, Kakkanad, Cochin (October 2021 - December 2021)

- Handled incoming customer inquiries via phone, email, and chat.
- Resolved customer complaints and feedback professionally and efficiently.

EDUCATION

Bachelor of Business Administration (BBA), Business Administration
SSM College Rajakkad, MG University, Kottayam
2015 - 2018

Professional Diploma in Computerised Financial Accounting (PDCFA) Relent
Cyber College, Adimali
2018 - 2019

PROJECT

A study on Employees Motivation at Nirapara Pvt Ltd Okkal 45 days,
Employee Motivation is the level of energy Commitment and creativity that
company workers bring to their jobs. Whether the economy is growing or
finding ways to motivate is always a management concern. Competing
theories stress either incentive or employee involvement

DISCLAIMER

hereby declare that the details and information given above are complete and true to the best of my knowledge