**Gulfjobseeker.com CV No:** **945522**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**CAREER OBJECTIVES:**

* Seeking a responsible and challenging career in a professional organization where I can enhance my skills and strengthen them in conjunction with organization’s goals.

**PROFESSIONAL PROFILE:**

* Diligent, detail-oriented administrative assistant knowledgeable of all office functions with a solid background in the healthcare field.
* Excels at multi-tasking in a fast paced environment, completing projects within time and budget constraints.
* Superior telephone, customer service and computer skills with proficiency in **MS EXCEL**, **MS WORD, POWERPOINT**.
* Ability to communicate effectively with colleagues, students and other members of the public of all age groups and social backgrounds.
* Result-oriented and ability to generate ideas.

**PROFESSIONAL experience:**

* **LINGUAFAN BRITISH** **INSTITUTE, PATHANAMTHITTA,**

  **KERALA, INDIA**.

 **(FEB 21, 2011-OCT 05,2012)**

 **Position: IELTS TRAINER**

* `Teach IELTS including oral and writing.
* Responsible for IELTS training material design, delivery, regular updating of training resources so that the content remains suited to the changing Standard and learning environment.
* Continuously monitoring and developing new content to keep the content at the cutting edge, fresh and in-sync with the changing requirements of the test.
* Regularly updating on changing formats.
* Regular follows-up with the students.
* Submit monthly report and outlining the performance of the class as well as highlighting any issues.
* Collecting and depositing student fees.

* **PROVIDENCE COLLEGE, PATHANAMTHITTA, KERALA, INDIA.**

**JAN 15, 2009 — NOV 19,2010**

**Position: ADMINISTRATIVE ASSISTANT**

* Type correspondence, reports and other documents.
* Maintain office files, confidential record
* Open and distribute the mail.
* Coordinate repairs to office equipment.
* Arrange for payment of honorarium.
* Research and assist with the preparation of motion, policies and procedures.
* Prepare documents and reports on the computer
* Attend board meetings
* Provide receptionist services (greet and assist visitors, answer phones, direct calls and respond to inquiries).
* Perform other related duties as required.
* **ASHOK NURSING HOME,PONDICHERRY,INDIA.**

**OCT 15,2005 — DEC 31,2008**

**Position: PHYSIOTHERAPIST**

* Provide educational information about physical therapy, injury prevention, ergonomics and ways to promote health.
* Plan, prepare and carry out individually designed program of physical treatment to maintain, improve or restore physical functioning, alleviate pain and prevent physical dysfunction in patients.
* Perform and document an initial exam evaluating the data to identify problem and determine a diagnosis prior to intervention.
* Identify and document goals, anticipated programs and plans for re evaluation.
* Assigned the tasks of planning and implementing individual intervention in collaboration with the patient by using graded exercises.
* **SRI SAI KRUPA HOSPITAL, PONDICHERRY, INDIA.**

 **MAY 28, 2004 — AUG 30,2005**

**Position: PHYSIOTHERAPIST**

* Assigned the tasks of planning and implementing individual intervention in collaboration with the patient by using graded exercises
* Offered the evaluation of treatment of pediatric cases and orthopedic cases
* Handled the responsibilities of monitoring and evaluating treatment to measure the progress and ensure effectiveness of the intervention.
* Performed the tasks of going for rounds with the concerned consultant and gaining referrals
* Assigned the tasks of contributing to decisions with regard to client and patient care programs.
* Performed various treatments for patients with Cerebro Vascular Accident, pre and post operative.
* Performed the tasks of treating patients with swelling and pain, joint stiffness in the knees, feet, hips, hands and spine
* Handled the responsibilities of setting up equipment and preparing patient for therapy
* Assigned the tasks of preparing case notes and reports of patients
* Handled the responsibilities of identifying the physical problems of patient's.
* Performed the duties of generating information's for improving body movements and strengthening muscles to patients.
* **MOTHER PHYSIOTHERAPY, CLINIC, PONDICHERRY, INDIA.**

**SEP 2003 — MAY 2004**

**Position: PHYSIOTHERAPIST**

* Care for geriatric patients and other age group diagnosed with musculoskeletal neurological, vascular and cardiac conditions.
* Document patient data in computer system.

**Education:**

1. **BACHELOR OF PHYSIOTHERAPY**

**MOTHER TERESA INSTITUTE OF HEALTH SCIENCES, PONDICHERRY, INDIA. (1999-2003)**

1. **MS OFFICE**

**COMPUTER PLUS AKSHAYA CENTRE, PATHANAMTHITTA, KERALA, INDIA. (july-oct,2009)**

1. **IELTS (READING-7, LISTENING-7, WRITING-7, SPEAKING-6.5).OVERALL BAND SCORE -7**

**PERSONAL DATA**

**SEX : FEMALE**

**CIVIL STATUS : MARRIED**

**BIRTH-DATE : FEB 6, 1982.**

**RELIGION : CHRISTIAN**

**LANGUAGES SPOKEN : ENGLISH, HINDI,TAMIL, MALAYALAM**