

REETHU

REETHU.323102@2freemail.com

**CAREER OBJECTIVE**

To be potential resource to the organization where I can utilize all my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would be my never-ending dedication to maintain the spectrum of integrity, honesty and character.

**EXPERIENCE**

* Counselor (2014-2016) Vasan Eye Care Pvt Ltd., Thrissur, Kerala, India.

**KEY RESPONSIBILITIES**

* Expert in recruiting the people according to the company policy.
* Proficient in giving valuable decision and taking the feedback from the employees.
* Expert in taking the order from the seniors and giving the valuable suggestions.
* To minimize the doctor’s time by explaining and clearing the doubts of the patients.
* To help the patients to finish the investigations on time in each department.
* To explain about the intensity of the disease and to encourage the patients to come for follow-up.
* To explain to the patients about the locations and facilities available in the hospitals to enable and help them to select the appropriate place to take treatment.
* To participate and work for the Outreach camps.
* HR Recruiter (2016- 4 Months) Medoface Healthcare assessment company Ltd, Kochi, Kerala, India

**PROJECT WORK**

* An Organizational study Report At Sree Narayana Ayurveda Oushadhasala Pvt Ltd, Thrissur.
* A Study On Effectiveness of Training With Special reference to Indian Telecom Industries ( ITI ) Ltd, Kanjikode West, Palakkad

**ACADEMIC QUALIFICATION**

* MBA (HR/Marketing) Mahatma Gandhi University 2010-2012
* BBA Calicut University 2006-2009
* SSLC Board of Higher Secondary 2004-2006

**COMPUTER SKILLS**

* MS. Office , Internet Browsing

**SPECIAL SKILLS**

* Understanding and grasp things quickly and efficiently.
* Ability to co-operate the team and interact with all situations.
* Flexible and initiative in team work
* Eligible and smart worker
* Highly adaptable to all situations ability to.
* Good communication and organization skills

**LANGUAGES KNOWN**

English, Malayalam, Tamil, Hindi

**PERSONAL DETAIL**

Date of Birth : 15 June, 1988

Nationality : India

Gender : Female

Current Location : UAE

**Excellent references and certificates shall be produced up on demand.**