

LINTA JOSE

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Sharjah, U.A.E



OBJECTIVE:

Seeking a challenging position as **Public Relations officer / Customer Relations / HR Assistant** with a reputed company which will enable me to reach my career goals by achieving the objectives of the company by utilizing my knowledge, experience and hard work.

PROFILE SUMMARY:

- Eight months experienced as Data Entry Assistant at One Click IT solutions Kochi, Kerala, India.
- Nine months Worked as Public Relations Officer at Thiruvalla Medical Mission Hospital Thiruvalla, Kerala, India.
- Professionally qualified with BBA in Aviation Management from Mahathma Gandhi University, Kerala, India.
- Worked as IELTS Trainer Be Max Academy Pathanamthitta, Kerala.
- Have excellent communication skills in English.
- Problem solving abilities, excellent verbal and written abilities & deal with people friendly.
- Adaptable to any kind of difficult situation, Can work under pressure and meet deadlines.
- Organized and capable of effectively setting priorities to accomplish tasks with stipulated deadline.
- Young, energetic, enthusiastic and self-motivated individual.
- Can work systematically and bring additional professionalism to the business.

EDUCATIONAL QUALIFICATION:

- ✚ **Undergraduate**, MOUNT BETHANY CBSE School Pathanamthitta.
- ✚ **Higher National Diploma**, MG University, Cochin.
- ✚ **Bachelor Degree in BBA (Aviation Management)** under Mahathma Gandhi University, India in 2014-17

WORK EXPERIENCES:

Data Entry Assistant.

One Click IT Solutions, Pathanamthitta. (April 2020 – December 2020)

- Assessed Data Entry production, identified errors and provided information to supervisors for correction.
- Completed task and transferred same to seniors for their approval.
- Used spread sheets to record client information in company's database to give administration easy access to client data.
- Minimized stress on clients associated with arrangements.
- Collected statistical information needed to procedure special reports.
- Managed client inquiries and kept them updated on progress through a range of communication channels.
- Managed daily office correspondence.

Public Relations Officer

Thiruvalla Medical Mission Hospital, Thiruvalla (March 2019 to December 2019)

- Organized and publicized events, created promotional material and negotiated vendor contracts for the events.
- Informing the patients about the operation Dates.
- Arranging appointments according to the Doctor's schedule.
- Providing awareness classes for the staffs and other team members.
- Arranging interviews with hospital administrators and occasionally with health care providers.

IELTS Trainer

BEMAX Academy, Pathanamthitta (May 2018 to November 2018)

- Provide guidance to students to complete their homework assignments and helped them identify problem areas.
- Created individualized lessons to teach skill building activities and provide instruction according to their needs.
- Conducting classes for both General and Academic students.
- Provided each student with chart identifying their particular goal in reading literacy and self-specific assignments to measure their progress.

Public Relations Officer

Choithram Hospital & Research Centre, Indore (April 2017 to April 2018)

- Established a close working relationship with the patients and co-workers for the smooth running of the hospital.
- Planning publicity strategies and campaigns.
- Organizing promotional events tours and visits for the staffs.
- Submitting month end presentation for the hospital.

SKILLS:

- Leadership, Team work
- Adaptability.
- Communication Skills.
- Microsoft Office-Word, Excel, Power Point, Out Look.

PERSONAL PROFILE:

Nationality	:	Indian
Passport No	:	P1193208
Date of Birth	:	10-12-1994
Marital Status	:	Single
Hobbies	:	Music, Badminton, Cycling, Dance
Languages	:	English, Hindi, Tamil, Arabic and Malayalam.
Visa Status	:	Three month visit visa (Expiring on 05 th April 2021)

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.