

CURRICULAM VITAE

Aswathy Rajendran

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CAREER OBJECTIVE

Ability to work with all levels of the organization. And a strong sense of commitment and a positive attitude and ability to maintain high level of confidentiality. A pro-active person, patients and an individual with hard core values.

SUMMARY OF QUALIFICATION

- Flexible, Trainable has strong sense of responsibility and reliability
- Customer Oriented Approach
- Hardworking able to multi-task effectively
- Able to work and interact well with people

EXPERIENCE

- Company name : Tamouh HealthCare L.L.C
Job role: Senior Nasal Swabber
- Company name : G4S
Job role : Dubai International AirPort Customer Service Officer
- Company name : G4S
Job role : Pax processing
- Company name : G4S
Job role : Information Messenger
- Company name : G4S
Job role : Helping to Emigration

DUTIES & RESPONSIBILITIES (TAMOUH HEALTH CARE L.L.C.)

- Maintaining a team of 60 individuals for testing process cum supportive agent.
- Deal with members of the public attending health services.
- In accordance with Health and Safety at work policy, observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner.
- Provide reports as required on daily weekly monthly basis s required.
- Obtain nasopharyngeal (swab from the nose) from persons refereed for Testing.
- Completion of associated administration during the testing process; confirm patient name & contact details; label tubes, package swab tubes etc.
- Support other administrative activities as required to support community testing.
- Work with Managers to promote the teamwork required to develop systems and structures for service improvement.

TECHNICAL SKILLS

- Maintain for all Peoples
- Solving Issues
- Good introduction capacity
- Good health

QUALIFICATION

- SSLC
- +2 Science
- B.Com with Computer application
- IT EXPERT

PERSONAL INFORMATION

- Nationality : Indian
- Date of Birth : 12-03-1997
- Language Known : English , Hindi & Malayalam

DECLARATION

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

ASWATHY RAJENDRAN