



# ASWATHY P

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## Work history

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December 2016 - Current	<b>KVUMDHO Arts and science college pookarathara Edappal</b> <b>Assistant Professor</b> <ul style="list-style-type: none"><li>• Helped students to achieve target grades through continuous curricular support and motivation.</li><li>• Participated actively in departmental meetings and discussions for improved academic programmes.</li></ul>	Edappal
July 2022 - Current	<b>KVUMDHO Arts and Science College Pookarathara</b> <b>Admission Nodal Officer</b> <ul style="list-style-type: none"><li>• Facilitated smooth communications between departments for better coordination.</li><li>• Increased operational efficiency by streamlining administrative processes.</li></ul>	Edappal
February 2014 - August 2016	<b>Malabar Dental College Manoor</b> <b>PA to Principal</b> <ul style="list-style-type: none"><li>• Maintained confidentiality of sensitive information by implementing strict file management systems.</li><li>• Completed data entry projects, verified accuracy and assigned classifications to information.</li></ul>	Edappal
February 2014 - August 2016	<b>Malabar Dental College Manoor</b> <b>Administrative Assistant</b> <ul style="list-style-type: none"><li>• Supported accurate record-keeping with proficient data entry skills.</li><li>• Submitted timely reports which provided critical updates on various projects.</li></ul>	Edappal

## Education

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August 2010 - April 2012	<b>Ansar College perumbilavu</b> <b>Post Graduation : English Language and Literature</b>	
July 2007 - August 2010	<b>Vallathol Vidhyapeedam</b> <b>Bachelor Of Arts: English Language and Literature</b>	
January 2009 - June 2010	<b>G.Tech Computer Education</b> <b>Post Graduate Diploma In Computer Application : Programming Languages ,MS Office ,Project, Linux ,Internet</b> <ul style="list-style-type: none"><li>• Graduated with distinction</li></ul>	

## Languages

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**English:**

Advanced

**Hindi:**

Upper intermediate

**Tamil:**

Intermediate

**Malayalam:**

Native

## **Professional summary**

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Organised and dependable Admission Nodal officer with 3 years of experience. Successful at managing multiple priorities with positive attitude. Willing to take on greater responsibilities to meet team goals.

## **Skills**

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- Student interviews
- Tracking applications