

PUSHPA ALAGARSAMY



OBJECTIVE

Assistant Dietitian & Admin officer having 2 years of Experience in Hospital Industry. Professional graduate with strong understanding about health, lifestyle, Food Dieting & Science.

Passionate and experienced dietitian with a proven track record of conducting detailed nutrition consultations.

EXPERIENCE

**Assistant Dietitian & Admin Officer -PSG Hospital,
India Feb-22 to Nov-23.**



AREA OF EXPERTISE

- Support the marketing department at all levels. Schedule meetings and events.
- Print and prepare marketing materials for review and distribution, Answer phone call for key executives.
- Partner with HR to announce job openings both internally and externally and coordinate interviews.
- Provided comprehensive support to the CEO including calendar management, visitor tracking, food ordering.
- Coordinated with other departments to solicit necessary information including financial presentations.
- Performed administrative functions such as data entry, filing, mailing, copying, faxing scanning and customer service.
- Successfully managed the day-to-day operations of a busy office, including filing and other administrative duties.
- Order office supplies and research new deals and suppliers
- Act as the point of contact for internal and external clients
- Write and distribute email, correspondence memos, letters, faxes and forms
- Maintain up-to-date employee holiday records Maintain proper records of employee attendance and leaves
- Coordinate orientation and training sessions for new employees
- Implement clerical duties and administrative processes

RELEVANT SKILLS

- Customer service including answering phone calls, greetings guests and providing facility tours.
- Excellent time management skills and ability to multitask and prioritize work
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular) Written and verbal communication
- Organizational skills Working knowledge of office equipment, like printers and fax
- Time management & Scheduling
- Attention to detail and problem-solving skills

CONTACTS

+ 971 56 635 9757

prathipaalagarsamy25@gmail.com

Discovery Gardens Dubai

EDUCATION

B.Sc. (Nutrition/Dietetics)
Periyar University, India
Period April-2021.

LANGUAGES

English (Proficiency)

Tamil (Native)

Hindi (Beginner)

FUNCTIONAL AREA

Healthcare & Fitness

Medicals & Hospitals

Pharma & Pet care.

INTERNSHIP

Business Incubation confederation

EDII- Nutrition and

Dietpreneurship

Seminar - Dietary Habit Evaluation

PERSONAL DATA

Nationality: -Indian

DOB: - 25th Dec-2000.

Available-Immediate (Visit Visa)

HOBBIES

Food tasting & Fortification

Experiment cookery.

Therapeutic Diet planning

SOFT SKILLS

Micro Soft Office.

Office Operating Systems.