

# Betson Thomas

☎ : 91-9895706762

✉ : betsonthundil@gmail.com

HOSPITAL ADMIN / HUMAN RESOURCE MANAGEMENT PROFESSIONAL



## CAREER OBJECTIVES

I am looking for a challenging job, which has opportunities of infinite success in Human Resource Administration/ Hospital Administration and where I can be fully efficient and effective and where I can work hard for the growth of the organization as well as for improvement in my own professional skills. I am a self-directed individual, have vast array of valuable transferable skills that will be immediately beneficial to any employer.

- Operations Management • Public Relations • Technical Expertise • Team coordination & Development
- Staff Evaluation • Public & Community Relation • Decision Making & Problem Solving • Time Management
- Training & Development • Team Building/Leadership

## CAREER

### ➤ JOHNSON TRADING, SHARJAH, UAE – AS HR & ADMIN FROM JUNE 2017- TO APRIL 2018

- ❖ Administrative duties such as attending to phone calls, visitors, courier services, mails processing, distribution of mails and activities logs and records.
- ❖ Process General and HR/Admin correspondences as well as addressing General enquiries.
- ❖ Administer some HRIS programs like E-leave, E-claims, E-attendances and generate reports.
- ❖ Perform secretarial and administrative support
- ❖ Responsible for the up-keeping of the administrative functions such as preparing confirmation letters and monitoring contract expiry for renewals for workers.
- ❖ Assist in coordinating company events to facilitate smooth event execution.
- ❖ Coordinate and administer internal and external training programs, including logistical support.
- ❖ Assist in organizing and coordinating new hires orientation programs.
- ❖ Assist in training administration such as update Training records of each individual.
- ❖ Assist in collecting feedbacks and evaluate the effectiveness of the training programs.
- ❖ Ensure timeliness and completeness of data entries.
- ❖ Assist in performing some necessary submission such as training grants, licensing application, and so on as per Government's policies and standards.
- ❖ Provide supports to Senior HR/Admin Executive.
- ❖ Perform any other duties as assigned by the Management and the designated manager.

## ACADEMIC TRAINING

- **COLUMBIA ASIA REFERRAL HOSPITAL, WHITEFIELD, BANGALORE, KARNATAKA AS PATIENT CARE CO-ORDINATOR TRAINEE - FROM AUGUST 2014 – NOVEMBER 2014**
- **AZEEZIA MEDICAL COLLEGE HOSPITAL, KOLLAM, KERALA, AS PUBLIC RELATION OFFICER TRAINEE FROM NOVEMBER 2014 – MAY 2015**

## PROFESSIONAL CHRONICLE

S.NO	COURSE	UNIVERSITY/BOARD	INSTITUTION
1	2017 - <b>MASTERS IN BUSINESS ADMINISTRATION</b> (HR & LOGISTICS AND SUPPLY CHAIN MANAGEMENT) (73.55%)	MANGALORE UNIVERSITY, KARNATAKA	AJ INSTITUTE OF MANAGEMENT
2	2014 - <b>BACHELORS IN HOSPITAL ADMINISTRATION</b> (77.33%)	RAJIV GHANDI UNIVERSITY OF HEALTH SCIENCE, KARNATAKA	PADMASHREE COLLEGE OF HOSPITAL ADMINISTRATION

## KEY ACHIEVEMENTS

- Secured 1<sup>st</sup> prize for best entrepreneur event in a national fest conducted by MITE, Mangalore
- Secured 1<sup>st</sup> prize for human resource management event at AJ institute of management, Mangalore
- Secured academic scholarships from Padmashree College of Hospital administration, Bangalore
- Participated in various national level fests by representing AJ institute of management, Mangalore.
- Had been a part of organisation committee of NABH programme at RGUHS University, Bangalore
- Secured distinction at all educational level.
- Coordinated intra-fest at AJ institutes of management, Mangalore
- Have been coordinated public relation department at Azeezia medical college Hospital, Kerala.

## PROJECTS

- ❖ A study on employee retention of Nurses at Columbia Asia Hospital Bangalore
- ❖ A study on Pharmacy management at Vijaya Hospital. (45 DAYS)
- ❖ A study on patient quality management at Vijaya Hospital. (45 DAYS)

## IT FORTE/TECHNICAL EXPERTIS

HRIS : CARE 21, IDS, GRAPES, PACT  
Packages : MS OFFICE

## PERSONAL INFORMATION

Marital Status : Single

Date of Birth : 26/06/1993

Languages : English, Kannada, Malayalam, Tamil, Hindi (basic)

Contact Details : Aaliyathu puthen veedu, Vilakudy, Punalur , Kerala , PIN:691508