**RESUME**

Lijo Varghese Thomas

Kattakunnel (H), Chengaroor PO

Thiruvalla – Pin: 689594

Pathanamthitta Dist, India



Contact: **+919447965372, +917592851372**

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**CAREER OBJECTIVE**:



To transcend my abilities and potential into performance in the challenging scenario, and to further hone my skills to serve as a versatile professional to make me to work for the growth of the organization.

**KEY SKILLS**



Administering and Monitoring Skills

Tolerant & Flexible to different situations

Self-monitoring and initiative oriented

Ability to empathize

Open to new ideas

Grasp new things easily

Problem Solving Skills

Interpersonal / Communication Skills

Computer Skills

Analytical and Strategic Planning

**EXPERIENCE:**



**December 2016 – till today**

Secretary to Medical Director at St. Gregorios Medical Mission Hospital,

Parumala, Thiruvalla

**March 2016 – September 2016**

Trainee Customer Relations Executive at Rainbow Childrens Hospital, Marathahalli,

Bangalore

**July 2010 - September 2012**

Worked as Part-Time Sales Officer for Chemmanur International Jewellers,

Navi Mumbai (Vashi)

**June 2011 - December 2011**

Trainee / Documentation Executive, Air Fast Global Logistics, Mumbai (Andheri)

**PROFESSIONAL QUALIFICATION**

**August 2013 to July 2015**



MBA (Master of Business Administration in Health Care Services Management),

Sikkim Manipal University, Muthoot College of Allied Health Sciences and

Management Studies, Kozhencherry, Pathanamthitta

**ACADEMIC QUALIFICATION**

**August 2009 to July 2012**



BBA (Bachelor of Business Administration), Sikkim Manipal University,

Talent Edge, Ghatkopar, Mumbai,

**June 2007 – March 2009**

HSC (Higher Secondary Certificate), NSS Higher Secondary School, Kerala Board

of Higher Secondary Examinations, Kunnamthanam

**June 2006 – March 2007**

SSLC (Secondary), NSS Higher Secondary School, Kerala Board of Public

Examinations, Kunnamthanam

**RESEARCH PROJECT FOR MBA**

**April 2015**



Done one month project on topic “A study to identify the impact while

implementing non-monetary incentive schemes as a motivation tool among

employees” under supervision of Mr. Giboy Varghese (Administrator of TMM

Hospital, Thiruvalla) and Mr. Sreekanth G. (Principal, Muthoot College of Allied

Health Sciences and Management Studies, Kozhencherry)at Thiruvalla Medical

Mission Hospital.

**SEMINAR ATTENDED**



**27th May 2014**

Hospital Management - Challenges and Remedies, IMA-KSB (Indian Medical

Association Kerala State Branch), PEPS (Professional Equipment and Employment

Protection Scheme), and Hospital Board of India – Kerala Chapter, Adoor

**22nd& 23rd December 2014**

Quality Assurance in Healthcare - Service Marketing & Share Market, LAURUS

FIESTA 2014, MAHIMA (Muthoot Allied Health Information and Management

Association), Muthoot College of Allied Health Sciences and Management Studies,

Muthoot Healthcare Pvt. Ltd., Kozhencherry

**COMPUTER SKILLS**

**September 2009 – December 2012**



Diploma in Office Automation, St. Angelo’s Computer Education, Nerul,

Navi Mumbai

**LANGUAGES PROFICENCY**



English, Hindi, Malayalam

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| **PERSONAL DETAILS** | |  |
| Date of Birth | : | **28/03/1991** |
| Gender | : | **Male** |
| Marital Status | : | **Single** |
| Country | : | **India** |
| Religion | : | **Christian** |
| Father’s Name | : | **Thomas Varughese** |



**REFERENCE**



**Mr. George Varghese**

**HR Manager,**

**St. Gregorios Medical Mission Hospital, Parumala.**

**Contact: 09544914651**

**Email:** [**hrsgmh@gmail.com**](mailto:hrsgmh@gmail.com)

**Dr. Lissy Thomas. MD, Medical Director,**

**Senior Consultant & Department Head – Nephrology St. Gregorios Medical Mission Hospital, Parumala Contact: 09446537465 Email:** [**drlissythomas@gmail.com**](mailto:drlissythomas@gmail.com)