

# Curriculum Vitae



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## Personal Information

**Name** Jude Sebastian  
**Address** Puthiyarambil House  
Pallikavu Temple Road  
Vaduthala  
682023 Cochin India  
**Tel.** +0091 7736568818  
**E-Mail** judesebastian9@gmail.com  
**DOB** 22.09.1993 in Cochin, India

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## Professional Career

August 2017 - 30

**Lourdes Hospital**  
Cochin  
India  
Administration Executive  
Job Profile:

- Dealing with medical and legal cases.
- Handling Public Relation Department and also dealing with national and international clients and enhancing the business activities.
- Managing and resolving day to day activities in line with the authorities.
- Book keeping and managing the administrative records on a daily basis based on the service line standards.
- Providing 24/7 shift service on the administrative activities.

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## Education

**2015 - 2017** Master in Business Administration  
Specilization: Marketing and Systems  
MG University  
India

**2011 - 2014 Bachelor in Commerce**

Specilization: Co-Operation  
MG University  
India

**2009 - 2011 Higher Secondary Education**

Specilization:Commerce  
Board:ISC  
Don Bosco Higher Secondary School  
India

**2009 10th Grade**

Don Bosco Higher Secondary School  
India

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## Knowledge and Skills

**Languages** English: Fluent(Reading, writing and Speaking)  
Hindi: Intermediate(Reading, Writing and Speaking)  
Tamil: Intermediate (Speaking)  
Malayalam: Mother tounge (Reading, writing and Speaking)

**PC-Knowledge** Tally ERP9: Excellent  
MS Word: Excellent  
MS Excel: Excellent

**Driving Licence** Yes: International with gear.