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**JAYA MATHEW,**

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**OBJECTIVES**

Develop a managerial career in Human Resource in a organization, which can provide a challenging and rewarding atmosphere.

**EXPERIENCE IN FUNCTIONAL AREAS**

* **Holy Family Hospital, Muthalakodam, Thodupuzha.** Since November 2017

***(300 bedded NABH Pre-Accredited (Entry level) Hospital)***

***Position : Manager - HR.***

* **Renai Medicity, Palarivattom, Kochi.** August 2015 **–** October 2017

***(350 bedded NABH Accredited (Full level) Hospital)***

***Position: Senior Executive HR.***

* NABH & Nursing Excellence activities in HR.
* Doctors recruitment, Joining, Punching & HIS registration, Issuing ID cards, credentialing process, leave management, OP arrangements, arrangements of Board, seal, mail-id & utility cards, Duty posting, meeting arrangements, appraisals & promotion, designation, exit formalities etc.
* Manpower planning and analyzing
* Staff recruitment, joining formality, credentialing of nursing staff & technicians, ID cards, uniform arrangements, Induction & orientation programs, punching & registration, pre-medical checkup etc.
* Grievance handling
* Employee satisfaction survey
* Preparing Quality indicators in HR
* Preparing & Issuing memos with the approval of higher authorities
* Conducting interviews as a representative of HR department.
* Hostel co-ordination
* Coordinating the Medical insurance of staff.
* Academic Coordination
* PF, ESI Management

**Welcare Hospital, Vytilla, Kochi**. July 2002 – July 2015

***As an HR Executive (since Jan 2014)***

* Salary Computation. (compilation based on attendance, overtime etc)
* Monitoring leave of staff and attendance register.
* Preparation of ESI, PF statements and handling communications with ESI, PF & labour offices.
* Handling recruitment / leaving procedures.
* Maintaining employee records.
* Managing staff training.
* Providing induction sessions for new staff.
* Handling work related to HR consultancy.

As Administrative Officer of Paramedical Institute:- (Since Dec 2010)

* Managing admission procedures.
* Coordinating faculty members.
* Scheduling classes.
* Handling University communications and procedure.
* Coordinating academic activities
* Interacting with Parents and handling student grievances.

As Insurance Head:- (since 2002)

* Coordinated, liaised and networked between insurance companies.
* Managed filing and tracking insurance claims and informed patients of their claims status.
* Processed insurance and disability claims in a timely manner.
* Handled patient’s queries regarding unpaid balances.
* Prepared insurance forms and associated correspondences.
* Maintained strict confidentiality related to medical records and other data.
* Provided customer-related claims and billing assistance.
* Maintain strong relations with Physicians, employees, patients and Insurance companies

**P.V.S. Memorial Hospital, Kaloor.** July 1999 – June 2002

*Worked as a stenographer in the Hospital, handling medical reports, correspondence of all kinds.*

**Star Computers, Karingachira, Kochi.** January 1998 – June 1999

*Employed as an Instructor for teaching MS-Word, Microsoft Excel etc.*

**EDUCATION**

**Bachelor of Commerce (1997)**

from *Mahatma Gandhi University, Kottayam.*

**MBA** with specialization in **Hospital *Management*** **(2010)**

from *Bharathair University, Coimbatore*. (Distance Education with Kuttukaran Institute, Ernakulam)

Doing **MBA – Human Resources** with Bharathair University through distance education (Final exam expecting on May 2019)

**TECHNICAL EDUCATION**

* English Typewriting higher grade
* Shorthand English lower grade
* Post Graduate Diploma in Computer Application

**PERSONAL DETAILS**

Date of Birth : 12th February, 1977.

Marital Status : Married

Religion & Caste : Christian, Jacobite

Languages Well-versed in : English, Hindi & Malayalam.

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Passport Number : M5270048

Date of Expiry : 18.01.2025

Place of Issue : Kochi , Kerala

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References on request