

## RESUME

VIVEK P N,  
SREPDMAM,  
THENHIPALAM,  
MALAPPURAM (Dist),  
PIN: 673636  
Mob No: 9037603846, 9562999009  
E mail: Pnvivek88@gmail.com.

### Career Objective

A challenging growth oriented position in health care management administration.

### Personal Strength

- Confident
- Hardworking with positive attitude.
- Team player with leadership qualities.
- Target oriented and internally motivated.
- Good communication and interpersonal relation skills.

- Quick understanding.
- Good friends circle.

## ACADEMIC QUALIFICATION

Course : **MBA Hospital Management**  
University : Periyar University

Course : BA Sociology  
University : University Of Calicut

Course : Fire & Safety Diploma  
Institution : NIFE

Course : HSE  
Institution : Board of Public Examination GOVT of Kerala

Course : SSLC  
Institution : Board of Public Examination GOVT of Kerala

## WORK EXPERIENCE

- Position: Coordinator- Operations
- Organization: Malabar Institute of Medical Sciences Ltd, Kottakkal ( Aster DM Healthcare Ltd)
- Period: June 2009 till continuing

### Area Handled

- · Ensure that all legal and statutory requirements pertaining to the law of land in relation to the functioning of hospital is compiled updated time to time
- · Security Services
- · Housekeeping
- · CLSU
- · F&B
- · Transportation
- · General Insurance
- · Hospital Fire Safety
- · Administration and General Administration.

### CONFERENCE ATTENDED:

- Workshop on Hospital safety Management - Amen Bangalore

### Languages Known:

English : Fluent in reading, writing and speaking.

Malayalam : Fluent in reading, writing and speaking.

**Computer skill:**

- MS Office
- Internet
- Mail

**Personal Data:**

Date of Birth : 26-11-1988  
Sex : Male  
Material Status : Single  
Religion : Hindu, Nair  
Nationality : Indian  
Name of Father : Narayanan Kutty  
Languages known  
▪ To read : English , Malayalam  
▪ To write : English , Malayalam  
▪ To speak : English , Malayalam  
Hobbies : Cricket

**DECLARATION:**

I hereby declare that all the above furnished details are True to the best of my knowledge.

*Thanking you,*

Place: Malappuram  
Date: 20.03.2019

yours faithfully,  
(Vivek. P. N)