



**VIVEK PN**

**+91 9037603846**

**Pnvivek88@gmail.com**

**PERSONAL DETAILS**

DOB :26/11/1988

Marital Status :Married

Father's Name :Narayanankutty

Nationality : Indian

**LANGUAGES**

English : Read , Write & Speak

Malayalam : Read , Write & Speak

Hindi; Speak

**TECHINICAL SKILLS**

MS Office, Photoshop, Adobe  
illustrator

**CONTACT DETAILS**

Sreepathmam (H),  
Panambra,  
Thenhipalam ( PO),  
Malappuram DT- 673636

**INTEREST & HOBBIES**

- Travelling

**CAREER OBJECTIVE**

"Seeking an objective for professional growth and increasing responsibility as a professional in an organization where team spirit and personal skills are recognized and rewarded."

**ATTRIBUTES**

- Self Management
- Target Oriented
- Excellent Leadership Qualities
- Multitasking
- Team Spirit
- Team Building & Team Relation.
- Innovative
- Motivation
- Creative

**PERSONAL SKILLS**

- Fast learner and capable of adjusting with new environment
- Hard worker, honest, credible and creative thinker
- Ability to manage crisis situation calmly with patience
- Believe more in common sense than the knowledge of education
- Adopt any circumstances, Flexible to learn new things.
- Good Interpersonal Skills
- Optimistic person who works as a heart of a team.

**ACADEMIC QUALIFICATION**

<b>COURSE</b>	<b>UNIVERSITY / COLLEGE</b>
<b>MBA HOSPITAL MANAGEMENT</b>	<b>PERIYAR UNIVERSIRY</b>
<b>BA - SOCIOLOGY</b>	<b>UNIVERSITY OF CALICUT</b>
<b>DIPLOMA IN FIRE &amp; SAFETY</b>	<b>NIFC</b>
<b>HSC</b>	<b>BOARD OF PUBLIC EDUCATION</b>
<b>SSLC</b>	<b>BOARD OF PUBLIC</b>

## **WORK EXPERIENCE**

- Position: Assistant Manager- Operations
- Organization: Malabar Institute Of Medical Sciences Ltd, Kottakkal ( Aster MIMS Kottakkal, unit of Aster DM Health Care)
- Period: June 2009 till continue

## **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
- CLSU
- Transportation
- General Insurance
- Hospital Fire Safety
- Administration and General Administration

## **REFERENCES**

1. Adv Noushad.C H  
Senior Manager Operations  
Aster MIMS Kottakkal  
M : +91 9846191195

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Vivek P N

Date: 01.08.2019

