

EBIN NIGEL. P. M

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DOB: 20 NOV 1987

**Objectives**

Seeking for a challenging role where I can utilize my knowledge and my interpersonal skills to the benefit of society.

Profile

More than 3 years of Experience as Senior Executive Administration and Operations at EduBrisk KnowledgeSolutions Pvt. Ltd. Seven years of experience as Data Entry (Quality Analyst) in the field of Medical Transcription. One year Experience at assaying gold (hallmarking chemist).

Educational qualification

St.Alberts College, Ernakulam, Kerala Bachelor of Chemistry	2005-2008 Overall Percentage: 69%
St.Augustine's, Aroor, Ernakulam, Kerala Higher secondary (state)	2003-2005 Overall Percentage: 50%
SDPY, Palluruthy, Ernakulam, Kerala Matriculation (state)	2003 (Passed Out) Overall Percentage: 60%

Work Experience

Ambily Electricals Wholesale dealer Feb' 21 - present
Position: HR Manager

The job profile includes Coordinating office operation, liaising with various vendors and asset auditing, Payroll management, Mediator between management and employees

Hardware, plumbing and electrical items retailer 9 months (April' 19 – Jan 21)
Position: Retailer
Running Ancestral shop

Edubrisk Knowledge Solutions Pvt. Ltd, EKM, Kerala 3 years and 4 months (Nov'15- April' 19)
Position: Senior Executive Administration and Operations

The job profile includes Coordinating office operation, liaising with various vendors and asset auditing, Inter- departmental coordination, Payroll management, Travel and accommodation management, IT infrastructure administration, Mediator between management and employees, Coordination with parents for classes, Room For Learning operations head.

Genesis Pvt. Ltd, EKM, Kerala

1 year and 8 months (March '14 - Nov'15)

Position: Quality Analyst and floor manager

The job profile includes To maintain the tat of files, Maintaining team spirit and help out team to achieve the target on daily basis, Assuring the management that everybody working in the shift has attain their daily targets.

M*Modal MNC at Coimbatore, Tamil Nadu

3 years and 2 month (Jan'11 – March'14)

Position: Senior Quality Analyst

The job profile includes, checking the medical files entered by the junior analyst, to check the medical files which are computer generated, to convert those files into 99.5% quality and delivered it to Hospital directly or indirectly.

Accentia Technologies at Cochin

3 years (Dec'08 - Dec'11)

Position: Junior analyst

Got 6 months training from Accentia Technologies at Cochin in Medical Transcription course and Worked as Junior Analyst in that company for one Year. Main duty is to type the data of patients including History, about sickness and Prescription given by the doctor to the Patient.

SPS Assay and Hallmarking Centre, EKM, Kerala.

9 Months (March'08 - November'08)

Position: Quality analyst

To check the purity of gold ornaments from different pieces of jewellery and assay them for hallmarking Process based on Purity (9 1.6%).

Key Abilities/Skills

Languages Known	Computer Skills	Additional Skills
English: Read, Speak & Write	MS-Word	DocQscribe 6.0 and DocQscribe 7.1(Medical Transcription)
Tamil: Speak	MS-Excel	Proficiency in using Corporate communication tools like Flock and Hipchat
Malayalam: Mother tongue (Read & Speak)	MS-PowerPoint	Basic knowledge on cyberoam firewall and biometric software lana

Achievements & Extra Curricular Activities

- Actively participated in NCC Scouts up to the year 2003
- Actively participating in KCYM unit in St.Thomas More church, Palluruthy.
- Attended personality development classes and language development classes in 2006 at St.Albert's College, Ernakulam
- Attended Two months job training programme in "India Seafoods", Kannamally as a chemist for the preparation of chitin and chitosan in the year 2007.
- Best Cricket bowler in the team "Falkon's Club", Kaloor for the year 2004 and 2005. I am the member of the team "Imperial Blue" which achieve "Best Group Award" at M*Modal, Coimbatore in the Year 2012.
- Attended 6 days online training programme for Gold Auditor course conducted by Sonal Gold Institute, Palakkad.

Hobbies

Interacting with people, Travelling, Listening to Music, Playing Cricket.

Declaration

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

Date:

Place: Palluruthy

Ebin Nigel P.M