

## JISON PETER

### HEALTH CARE MANAGEMENT

+91 8078265360

+91 9497351080

[jisonpeterchalackal@gmail.com](mailto:jisonpeterchalackal@gmail.com)



### PROFESSIONAL SUMMARY

To pursue a challenging career that enables me to use my present skills in a resourceful manner with due respect to professional development and personal status by serving the organisation with dedication and sincerity.

### WORK HISTORY

#### WEBSITE ADMINISTRATOR & ACCOUNTANT

**Aptso Ventures Pvt. Ltd. Round North, Thrissur, Kerala 680020**

*(April 2019 to August 2019)*

- ✦ Prepare financial reports and account reconciliation reports according to company policies on periodic basis.
- ✦ Coordinate with Finance and HR Departments in preparation of monthly reports and statements (Manpower Attendance Report, Monthly Sales Report, Petty Cash).
- ✦ Prepare and post receipts, deposits, purchase orders, invoices, refunds, and other standard bookkeeping tasks.
- ✦ Provide administrative support for the smooth functioning of the project.
- ✦ Monitor project progress on behalf of organization and reports to organization.

### EDUCATION

✦ <b>Post Graduation</b>	:	<b>MBA Health Care Management</b> ( <i>Pursuing</i> )
University	:	Calicut University
Institution	:	School of Management Studies, University of Calicut, Dr. John Matthai Center, Aranattukara, Thrissur, Kerala
✦ <b>Graduation</b>	:	<b>B.A English &amp; History (First Class)</b>
University	:	Calicut University, Kerala
Institution	:	St. Thomas' College (Autonomous) Thrissur, Kerala

### COMPUTER LITERACY & SKILLS

- ✦ Professional Diploma in Multimedia Animation (PDMA)
- ✦ Microsoft Office Word
- ✦ Advanced Microsoft Office Excel
- ✦ Photoshop & Video Editing
- ✦ Office Administration Procedures
- ✦ Work well under pressure
- ✦ Email and Telephonic Communication
- ✦ Social Media Management

### VOLUNTARY SERVICES

- ✦ Active Member of Blood Donors Kerala, Thrissur
- ✦ Voluntary Service During Flood in Kerala 2018 & 2019
- ✦ Voluntary Service During Covid-19 Pandemic

### ACADEMIC PROJECTS

- ✦ **A Study on Inpatient Satisfaction in Hayath Hospital, Chavakkad, Thrissur**  
The study covers the patients' satisfaction with the facilities provided by the hospital
- ✦ **A Study on Delay in Discharge Process at Hayath Hospital, Chavakkad, Thrissur**  
The study covers the delay in discharge process & also the corrective measures to increase patient satisfaction.

## PERSONAL DETAILS

---

Full Name : Jison Peter  
Father's Name : C. L Pathros  
Date of Birth : 21<sup>st</sup> November 1997  
Sex : Male  
Place of Birth : Thrissur, Kerala  
Nationality : Indian  
Permanent Address : Chalackal House  
Karuvankad, Kundukad P. O  
Thrissur, Kerala. Pin- 680 028  
Blood Group : O<sup>+VE</sup>  
Marital Status : Single  
Religion : Christian, Roman Catholic  
Languages Known : English, Malayalam, Hindi  
Hobbies : Driving, Digital Marketing, Creative Designing

## REFERENCES

---

- 1. Mr. Mukundan V**  
Operations Manager  
Hayath Hospital, Chavakkad  
Thrissur, Kerala, India  
Email : [hayathhospital.in@gmail.com](mailto:hayathhospital.in@gmail.com)  
Mob : +91 90614 42612
- 2. Ms. Arathy Sreekumar**  
Faculty  
School of Management Studies  
University of Calicut, Thrissur  
Email : [arathy.sree@gmail.com](mailto:arathy.sree@gmail.com)  
Mob : +91 97473 12856

## DECLARATION

---

I Jison Peter, hereby declare that all the information furnished above is correct, true and valid to the best of my knowledge and belief.

**Place: Thrissur**

**Date:**

**JISON PETER**