

CURRICULUM VITAE

Reji Sreekumar

Aviyottuputhen veedu

Kizhakkekara

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Kerala.



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Career Objective

To excel in assigned responsibilities and there by ensure professional and personal growth along with the goals and aspirations of the enterprise.

Summary

Highly motivated and committed Medical Assistant with a proven history of superior performance at the individual team and organizational levels, Strong ability to multitask and prioritize workloads with little or no supervision, Detail-oriented professional looking to bring medical background and team building skills to a deadline-driven environment.

Educational Qualification

Pursuing Surgical Instrumentation Technician. 2021
Amrita Institute of Medical Science and Research Center

G D A (General Duty Assistant HSS/Q5101). 2019
Jeevaniyam Hospital And Research Center.
Thammanam, Cochin

Higher Secondary from AEPMHSS. 2011
Irrumpanangadu Ezhokone, Kollam

Class X GEDSS 6317. 2009
ST.MARY'S H S. Kizhakkekara, Kottarakara

Traininig

Six months training for G D A (General Duty Assistant)
Jeevaniyam Hospital And Research Center.2019

- Assist in basic patient care like helping with delivering their daily medication
- Helping patients exercise and other physio requirements suggested by therapists
- Assisting patients in and out of bed or moving around their rooms
- Patient's hygiene and cleanliness

Skills: Vital sign observance and analysis,
Simple dressings, Patient Positioning in bed,
CPR. Interpersonal skills.

Experience

Incharge/ Care Taker

(May2021 - Oct2021)

DCC (Domiciliary Care Centre, Covid19)

Kottarakara Municipality, Kollam .

- Use provided protocols to assess triage and treat patients with respect, compassion and dignity.
- Monitor a patient's activities to make sure they are performing them correctly and to offer encouragement
- Provide or reinforce accurate infection prevention and control and public health information, including to concerned people who have neither symptoms nor risk.
- See if over-the-counter medicines for fever help the person feel better.
- Make sure the person who is sick drinks a lot of fluids and rests.
- Medical attention (Trouble breathing , Persistent pain or pressure in the chest, New confusion , Inability to wake or stay awake)

OT Assistant.

(Jan 2020 – may 2021)

CSSS (Central surgical steel supply)

Amrita Institute of Medical Science and Research Center.

AIMS Kochi.

Key skill; Inventory Clerk and Instrument Technician.

- Inspect all instrument surfaces to ensure they are visibly clean and free of stains and tissue,
- Each instrument for proper function and condition, Scissor blades should glide smoothly and the blades must not be loose when in closed position, Check that forceps tips are properly aligned.
- Develop and implement efficient inventory management procedures,

- Maintain and update inventory records.
- Performing regular stock checks and reporting any issues to the supervisor, prepare a list of depleted products and a survey of unusable
- Use spray lubricant in the hinges to improve function of instrument.
- Maintain the office treatment areas, equipment and supply inventory
- Personal hygiene.

Front Office Executive

(Jan 2015 – Jan 2016)

Hotel Pushpak Grande Kondotty Calicut .

- Supervises reservations and the allocation of bedrooms with the Executive Housekeeper.
- Monitors the customer accounts and till accounts.
- Applies and ensures the application of the sales strategy to maximize occupancy and average room price.
- Co-ordinates the reception team, organizing its work and schedules.
- To monitor the quality of welcome extended to guests.
- To recruit, train and motivate the members of the his or her team.
- To ensure that all hotel standards and procedures are applied.

Store & Marketing Manage

(Oct 2013- 2014 Nov)

Neron trading company Pvt. Ltd. Bangalore

- Base computer application in stores management and materials control.
- Preparing daily and monthly reports. Achieving monthly targets.
- Materials handling, Issue and dispatch.
- Receipt of incoming goods and stock- taking.
- Handle a team of 4 Regional channel in imported car accessories across through bangalore to delhi support to the distributor for retail. marketing survey.

Store Incharge

(March 2012-May 2013)

Global Distributors Sony car Audio. Eranakulam

- Base computer application in stores management and materials control.
- Shelves and racks are properly stocked and products do not fall off the shelves.
- Receipt of incoming goods and stock- taking,
- Materials handling, Issue and Despatch .

Computer Knowledge

- Proficient with Microsoft Word, Excel and PowerPoint
- Skilled in website troubleshooting
- Adobe Photoshop, HTML Coding, Data Visualization

Hobbies

Yoga, Travelling, Photography, Stamp Collecting, Gardening, Cooking.

Personal Strength

Analytics: Good judgment, Innovation, Logical thinking, Open minded, Solution oriented, Solving complex problems, Statistical analysis.

Communication: Friendly and engaging personality, Likability, Technical writing, Calming agitated clients, Negotiation, Verbal communication.

Dependability: Attention to detail, effectively managing multiple projects simultaneously, Organizational, Professional,

Recovering quickly from setback, Respectful, Responsible Results-driven, Strong work ethic, Time management.

Teamwork and Leadership: Cultivating team orientation among staff.

Personal Details

Gender : Male
Date of Birth : 12.10.1993
Height : 179cm
Weight : 57kgs
Marital Status : Single
Languages Known : English, Hindi, Malayalam& Tamil
Religion/Cast : Hindu/Brahmin
Pan Card Number : GODPK 1844H
Passport no : P6566716

