

Curriculum Vitae



Personal Information

Name Jude Sebastian
Address Puthiyaparambil House
Pallikavu Temple Road
Vaduthala
682023 Cochin India
Tel. +0091 7736568818
E-Mail judesebastian9@gmail.com
DOB 22.09.1993 in Cochin, India

Professional Career

August 2017 - 30

Lourdes Hospital
Cochin
India

- Junior Administration Executive (30 August 2017 to 14th July 2020)
- Junior Operations Executive (15th July 2020 to 14th June 2021)

Job Profile:

- Dealing with medical and legal cases.
- Handling Public Relation Department and also dealing with national and international clients and enhancing the business activities.
- Managing and resolving day to day activities in line with the authorities.
- Book keeping and managing the administrative records on a daily basis based on the service line standards.
- Providing 24/7 shift service on the administrative activities.

Education

2015 - 2017 Master in Business Administration
Specialization: Marketing and Systems
MG University
India

2011 - 2014 Bachelor in Commerce

**Specialization: Co-Operation
MG University
India**

2009 - 2011 Higher Secondary Education

**Specialization: Commerce
Board: ISC
Don Bosco Higher Secondary School
India**

2009 10th Grade

**Don Bosco Higher Secondary School
India**

Knowledge and Skills

Languages English: Fluent(Reading, writing and Speaking)
Hindi: Intermediate(Reading, Writing and Speaking)
Tamil: Intermediate (Speaking)
Malayalam: Mother tongue (Reading, writing and Speaking)

PC-Knowledge Tally ERP9: Excellent
MS Word: Excellent
MS Excel: Excellent

Driving Licence Yes: International with gear.

