



Sruthy simon
sruthysimon65@gmail.com

9778715028

Dear Hiring Manager,

I'm applying for a job at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached. I can be reached at the number above or at my email address.

Sincerely,

Sruthy Simon

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sruthysimon65@gmail.com

Mobile : 9778715028

Gender : Female

DOB : 28-10-1995

City : Kochi

State:Kerala

Pin code : 682017

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

ACADEMIC DETAILS

Btech

Institution : Govt. College of Engineering

Year of Passing 2017

Mark : 70%

WORK EXPERIENCE

VS Multispeciality Hospital(March 2021 to October 2021)

Assistant Manager-Operations

- Supervise daily administrative operations
- Monitor expenses and suggest cost-effective alternatives
- Create quarterly and annual budgets
- Develop and implement effective policies for all operational procedures
- Prepare work schedules
- Maintain organized medical and employee records
- Monitor administrative staff's performance
- Train new employees
- Ensure prompt ordering and stocking of medical and office supplies
- Answer queries from doctors, nurses and healthcare staff
- Resolve potential issues with patients
- Stay up-to-date with healthcare regulations

Melbourne Media Factory (June 2020 to Feb 2021)

Relationship Manager

- Create and enforce plans that will help meet the needs of customers
- Build long-term relationships with clients and customers
- Work quickly to address and resolve customer issues
- Notify the sales team of new sales and cross-selling opportunities
- Become familiar with the competition to stay ahead of them
- Encourage high-sales and good customer service practices
- Create strategies and work with clients to boost their brand
- Help promote and maintain a positive company image

Skills International -Approved by Govt of India Ministry of External Affairs(November 2019- May-2020)

HR & Operation Executive

- Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Direct all hiring and training procedures for new employees
- Continually educate employees on company policies(including sexual harassment, appropriate dress, and social media permissions, etc and
- Administer or change benefits, health plans, retirement plans, etc.
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- Coordinate and direct work activities for managers and employees
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Promote a positive and open work environment where employees feel comfortable speaking up about issues
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks
- Understand and adhere to all pertinent labour laws

Lotus Eye Hospital and Institute Pvt Ltd (June 2017- October 2019)

HR Executive and Quality in charge (NABH)

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

FIELD OF INTERESTS

- Administration

SKILLS

- Communication Skill
- Organization Skills
- Decision Making Skills

STRENGTH

- Be able to solve problems and analyze issues in a timely fashion
- Develop a strategic perspective
- Establish stretch goals for the department
- Be connected to the outside world

HOBBIES

- Dancing

REFERENCE

Santhosh Kumar

PRO

Lotus eye

hospital

7034012877

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.



(Sruthy simon)