

**MANOJ MENON M**

**“MADAN SREE”**

**AMBIKAPURAM POST**

**PANAMTHODY**

**PALAKKAD- 678011.**

**Email: - manojmenonmba@gmail.com**

**Ph: - 9895012287, 8921145585.**



---

---

## **OBJECTIVES**

Seeking a position in an organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals. Being a committed team player, want to be a part of renowned organization, to contribute towards the growth of the organization based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

## **PROFESSIONAL PROFILE**

- Professionally qualified with **Master of Business Administration** (HR and Marketing) and **Master of Commerce**.
- Well versed with **Windows Operating Systems** and **Tally**, Proficient In **MS Office** packages, Working Knowledge In **SAP Software (PPMODULE)**.
- Work closely with Administrator to improve the performance, availability of databases and profit of the organization.

## **STRENGTHS AND SKILLS**

- Self-learning ability with excellent knowledge of industry trends.
- Strong communication, interpersonal, learning and organizing skills.
- Self-starter with strong communication, problem solving and multitasking abilities.
- Strong performance driven approach and high commitment towards responsibilities
- Action and result oriented, developing relationship with peers and colleagues.

## **PROFESSIONAL SUMMARY**

<b><u>NAME OF THE EMPLOYER</u></b>	<b><u>DESIGNATION</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
ROYAL HOSPITAL.	ASSISTANT MANAGER	JULY-2021	TILL DATE
MAX LIFE INSURANCE.	AADM	AUGUST-2019	AUGUST-2020
AVITIS INSITITUTE OF MEDICAL SCIENCE.	EXECUTIVE	MARCH-2019	JUNE-2019
AHALIA MEDICAL GROUP.	SENIOR EXECUTIVE	MAY -2015	MARCH-2019
NATIONAL HEALTH MISSION.	PRO Cum LO	OCT- 2014	MAY- 2015
SEPR INDIA (SAINT-GOBAIN).	EXECUTIVE	JUNE - 2011	OCT- 2014
MUTHOOT FINANCE.	JUNIOR EXECUTIVE	AUG- 2010	MAY- 2011

## **EMPLOYMENT PROFILE**

- ❖ **Organisation Name: ROYAL HOSPITAL.**  
**Duration: From July 2021 to Till Date.**  
**Designation: Assistant Manager-Administration.**

### **Job Responsibilities:**

- Provide administrative support and coordinate the activities of all departments.
- Prepare Hospital Marketing and Revenue generation plans and implement in the organisation time to time.
- Take proper decision as per the emails from different departments in charges and implements them with accuracy.
- Coordinate with department in-charges for duty posting and shift allocation of staffs in different departments.
- Scheduling interviews and recruitment activities as per requirements.
- Co-ordination of Covid-19 Vaccination drives conducted in the hospital.
- Ensure patient queries are responded satisfactorily as per organisation standard.
- Communicate with internal and external business partners for different requirements.
- Worked along with the quality department in the hospital regarding NABH (National Accreditation Board for Hospitals & Healthcare Providers) accreditation training activities.
- Manage Company documents while also ensuring their accuracy, quality and integrity.
- Coordinating with the team and distributing the work through prioritization.
- Provides timely feedback to the reporting manager.

- ❖ **Organisation Name: Max Life Insurance.**  
**Duration: From August 2019 to August-2020.**  
**Designation: Associate Agency Development Manager (AADM).**

**Job Responsibilities:**

- Advisor Recruitment, Development, Retention and team building.
- Field Observation and Demonstration.
- Identifying training needs to improve advisor productivity and persistency.
- Generate fresh referrals for new advisor hiring.
- Achieving timely business plans.
- Ensure companies product mix sales ration and adhere to the business norms.
- Ensure customer queries are responded satisfactorily as per organisation standard.

- ❖ **Organisation Name: Aritis Institute of Medical Sciences.**  
**Duration: From March 2019 to June 2019.**  
**Designation: Executive – Purchase.**

**Job Responsibilities:**

- My role is to provide support and coordinate the purchase activities for all departments.
- Preparing Purchase Orders as per the requirements and its follow-ups.
- Provides timely feedback to senior.

- ❖ **Organisation Name: Ahalia Foundation Eye Hospital (JCI Accredited).**  
**Duration: From May 2015 to March 2019.**  
**Designation: Senior Executive – Purchase & Medical Administration.**

**Job Responsibilities:**

- My role is to provide administrative support and coordinate the purchase activities for all departments of Regional Centres across Kerala.
- Coordinating with the team and distributing the work through prioritization.
- Proper documentations of all Statutory Documents.
- Manage Company documents while also ensuring their accuracy, quality and integrity.
- Take proper decision as per the emails from different departments in charges and implements them with accuracy.
- Implement best practices in the systems and process that support inventory forecasting, purchasing and material control.
- Coordinating Doctors Posting and basic HR activities.
- Preparing Purchase Orders as per the requirements and its follow-ups.
- Keep stock reports systematically and maintain adequate inventory in the organisation.
- Communicate with internal and external business partners for different requirements.
- Provide overall coordination with project in-charge and government organisations for preparing statutory documents for upcoming Regional Centres across Kerala.
- Provides timely feedback to the reporting manager.

- ❖ **Organisation Name: National Health Mission (NHM).**  
**Duration: October 2014 to May 2015**  
**Designation: Public Relation cum Liaison Officer**

**Job Responsibilities:**

- Assist Medical Officer for NHM plans implementation.
- Proper spending and Documentation of allotted funds.
- Coordination between Government Institutions and Public.

- ❖ **Organisation Name: SEPR INDIA LTD (SAINT GOBAIN).**  
**Duration: June 2011 to October 2014**  
**Designation: Executive – PPCO Department**

**Job Responsibilities:**

- Production plan preparation and updating on each shift basis in SAP Software (PP Module).
- Coordinate despatch activities with shipping and commercial departments.
- 5 S and Standardization Activities.

- ❖ **Organisation Name: MUTHOOT FINANCE.**  
**Duration: August 2010 to May 2011.**  
**Designation: Junior Executive.**

**Job Responsibilities:**

- Front Office and Customer Relation.
- Counter management of Gold Loans and Term Deposits.

**EDUCATIONAL QUALIFICATION**

<b><u>COURSE</u></b>	<b><u>INSTITUTION</u></b>	<b><u>UNIVERSITY</u></b>
<b>M.COM</b>	ACE College, Palakkad. (Distance Education)	Bharathiar University, Coimbatore.
<b>MBA (HR &amp; Marketing)</b>	V.L.B Janakiammal College, Coimbatore. (Regular).	Bharathiar University, Coimbatore.
<b>B.COM (Co-operation)</b>	Chinmaya Mission College, Palakkad. (Regular).	Calicut University, Calicut

## **PERSONAL DETAILS**

<b>Name</b>	Manoj Menon M
<b>Date of Birth</b>	26-09-1986
<b>Marital Status</b>	Married
<b>Father's Name</b>	Late. Madan Mohan T
<b>Mother's Name</b>	Sneha Latha M
<b>Languages Known</b>	English, Malayalam, Hindi, Tamil

## **ACADEMIC PROJECT**

**Organisation Name:** SEPR REFRACTORIES INDIA LTD (SAINT GOBAIN) PALAKKAD.

**Industry:** Manufacturing.

**Project Title:** "EFFECTIVENESS OF TRAINING"

**Project Area:** Human Resources.

## **DECLARATION**

I hereby declare that the above said information are true and correct to my knowledge and belief.

Place- Palakkad.

Date-

Manoj Menon M