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JINU JOHNSON

CAREER OBJECTIVE

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

PROFILE SUMMARY

- Detail-oriented individual with excellent administrative skills and ability to prioritize task, and proficient in MS office and basic working knowledge of office machines.
- Leverage of twelve months as office staff in Administration department.

EXPERIENCE

❖ ASSISI ATONEMENT HOSPITAL - KOLLAM (FEB 2021- FEB 2022)

Designation: OFFICE ASSISTANT IN ADMINISTRATIVE DEPARTMENT

- Compile and update employee records.
- Assist day to day operations of the Admin. functions and duties.
- Prepare work schedules.
- Properly handle complaints.
- Resolve potential issues with patients.
- Answering phones and checking mails.
- Maintain patient medical records and case histories.
- Monitor expenses and suggest cost- effective alternatives.
- Answer queries from doctors, nurses and healthcare staff.

THE KERALA MINERALS AND METALS LTD – KOLLAM (SEPTEMBER 2019)

Completed one month of Internship at KMML Ltd, on the topic Organization Study.

JOB KNOWLEDGE

- Marketing theoretical Knowledge
- HR functions.
- Administration department knowledge.
- Keeping accurate records of information.

SKILLS

Application Skills

MS Office 

SAP SD

Language Skills

English 

Hindi 

Malayalam 

Tamil 

STRENGTH

- Communication skills both oral and written.
- Team Building
- Multi-Tasking
- Positive attitude towards work
- Problem solving

SCHOLASTIC

2018 – 2020 Bangalore University
Master of Business Administration
Specialization: Human resource & Marketing.

2015 – 2018 Kerala University
Bachelor of Business Administration

REFERENCE

SR URSALA SIC
ADMINISTRATOR
ASSISI ATONEMENT HOSPITAL, PERUMPUZHA, KOLLAM.
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