**CURRICULUM VITAE**



**Vinod Mathew**

Kanjiramkalayil

Athirampuzha p.oEmail- vinunamburi2010@gmail.com

Kottayam.Contact no:***09847186374,***

# Objective

Top notch assistant with seven years of experience coordinating office management,Administration,Public relation and Marketing with a high degree of efficiency. Serve as point person for managers, sales teams, clients and vendors to ensure proper lines of communication. Equally effective at providing sales management and advanced word processing support.

# Areas of expertise

Manage administrative works and duties, Hospital administration,sales promotion, Human resource, deal internal and external works needs of an organization,Public relations..

# Educational qualifications

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* B.A English Literature,K.E.College Mannanam.

M.G University.

* ***Plus Two*** o From St.Aloysius H.S.S Athirampuzha o Under Board Of Higher Secondary Examination.

# • SSLC

o From St.Aloysius H.S Athirampuzha o Under Kerala Public examinations.

# Personal details

* Fathers Name : Mathew Joseph
* Age : 33Yrs
* Sex : Male.
* Religion : Christian
* Nationality : Indian
* Languages Known : Malayalam, English, Hindi and Tamil.

# Continual professional education

* Master of Business Administration
* General Nursing.
* MS office
* Harware
* DTP
* MS Word, excel, Tally.

***Hobbies***

Martial arts, Photography, Music.

# Experience

2nd October 09 – 31st May, 2013 - Admin Assis/Pro, Al- Salama Hospital

Pvt Ltd Malappuram.

18th March 2013- 02ndJanuary,2015 - Admin , Karikkineth Group,Kottayam,

01 May 2018-01 Sep 2021 - Admin, DSH Hospital, Kottayam.

01/01/2022 - Continuing - Administrator Dianova Laborataries,

Kottayam.

***Declaration***

I hereby declare that the above mentioned information’ s are true to the best of my knowledge and belief.

**Vinod Mathew**

Place: Kottayam Date : 21/04/2022