



# TOM THOMAS

## PROFILE

Completed MBA in Health Care Management & HRM from Bangalore Central University

## CONTACT

PHONE:  
+91 8281914114  
Mail : tomthomas.tt2@gmail.com

## ADDRESS

Tom Dale  
Menampally,  
Mukundapuram P. O.,  
Chavara, Kollam 691585

## PERSONAL DATA

Father's name Thomas. S  
Date Of Birth 20/08/1995  
Nationality Indian  
Marital Status Single  
Religion Christian L C

## LANGUAGES KNOWN

English , Malayalam, Tamil

## COMPUTER LITERACY

Browsing, Internet and E-mail  
System Software, Excel, Word

## CONTACT DETAILS

Sr.SUMITHA  
HOLY CROSS KOTTIYAM  
HR MANAGER  
9496166115

## Declaration

In the view of above particulars please consider this application and give me an opportunity in year esteemed organization assure that I would carry out my duties to your entire satisfaction

Place : Kollam  
Date :

## EDUCATION

QUALIFICATION	PASSING YEAR	UNIVERSITY/BOARD
MBA (HCM &HRM)	2020	Bangalore Central University
BBA	2017	Mahatma Gandhi University
PLUS TWO	2014	Kerala Board Of Higher Secondary Examination
SSLC	2012	CBSE

## WORK EXPERIENCE-I

- > Organization Holy Cross Hospital
- > Position Guest Relation Executive
- > Location Kottiyam, Kollam
- > Working Period August 2021 to April 2022

## RESPONSIBILITY

- > Handling Guest Complaints in an efficient and timely manner.
- > Coordinating and multi task job duties in a busy environment.
- > Overseeing VIP guest arrivals and departure.
- > Also handling in patient Advance bill.
- > Have up to date information about hospital services and daily room occupying.
- > Maintain a positive relation with patients.

## SKILLS

- > Ability to work in a team and towards organization goals
- > Good communication & inter personal skills
- > Eagerness to learn new things and imbibe news skills
- > Interest to learn
- > Relationship building skills

Tom Thomas