

# JOLET P DOMINIC

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## Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

## Professional Strengths

- Ability to perform tasks as per the policies and procedures of the organization
- Possess good management and leadership skills
- Familiar with statistical analysis and business trends
- Possess excellent communication skills
- Ability to headhunt key people
- Ability to impart positive work culture
- Possess quick decision making and problem solving skills
- Ability to develop and maintain good relationship with people at all levels
- Self starter and innovative
- Influencer

## Professional Experience

**MGDM Hospital Kangazha, Kottayam**

**Nov2021- Present**

**Designation: Chief Operating Officer**

### Duties & Responsibilities

- Managing Operations and Administration
- Human Resource Management
- Projects- Revamping of the hospital building
- Patient Care
- Marketing of services
- Profit centre operation
- Managing Health Insurance and Third party administration
- Business Development
- Branding of the hospital.
- Develop and oversee operating budget.
- Responsible for the whole centre and reporting directly to CEO

**Sunrise Hospital Kakkanad, Kochi**

**Feb2021- Oct 2021**

**Designation: Manager - Operations**

**Star Care Medical Centre Mabela, Oman**

**Dec 2019- Jan 2021**

**Designation: Operations In Charge**

**Genet Dental Center, Abu Dhabi**  
**Designation: Operations manager**

**Aug 2019- Dec 2019**

**NMC Medical Centre Shahba, Sharjah**  
**Designation: Clinic Manager**

**Jan 2013-Feb 2019**

**Medanta The Medicity Hospital, Delhi**  
**Designation: Medical Social Worker**

**Apr 2011-Dec 2012**

**Don Bosco Animation & Research Kendra, Delhi**  
**Designation: Trainer cum Research Assistant (Social Worker)**

**Sep 2010-Mar 2011**

### **Educational Credentials**

**Master of Social Work (MSW)** from M G University, India in 2010.  
**BA in Economics** from M G University, India in 2008.

### **Technical Skills**

MS Office  
Presentation tools  
E clinic  
Medas HIS  
Affinity

### **Personal Profile**

Nationality : Indian  
Date of Birth : 6 Apr 1986  
Sex : Male  
Marital Status : Married  
Passport No : S3049380  
Languages known : English, Hindi and Malayalam

### **Declaration**

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

**JOLET P DOMINIC**

Date:

Place: