




PETER JOY


PROFILE

To build a career with an organization, which is professionally managed, growth oriented, and that offers me consistently positive atmosphere where I can utilize my knowledge, skill, abilities to learn and implement the same for the betterment of the business and also to enhance my professionalism.

CONTACT

 MUVATTUPUZHA

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 peterjoy.pachelil@gmail.com

COMPUTER PROFICIENCY

Microsoft office
Tally

LANGUAGES

English
Malayalam
Hindi
Tamil

PERSONAL INFORMATION

Date of birth
September 27.1995

Gender
Male

Marital Status
Single

Nationality
Indian

Pass port No
P1373902

WORK EXPERIENCE

Ahalia Foundation Eye Hospital – RC Administrator

August 2019- November 2021

- Develop and implement policies for all operational procedures
- Supervise daily operations
- Managing the filing system like agreement renewal, insurance claiming of patients, attendance of the staffs
- Monitoring staff's performance
- Answer queries and solve patients' complaints
- Monitoring day to day expenses and find cost effective alternatives
- Front office management & billing
- Maintaining organizational records
- Train new staff
- Prepare monthly schedules
- Preparing monthly reports

Wonder la holiday ltd kochi -Store & Locker Attendant

December -2016 August-2017

- Stock management
- Filing of the stock materials and invoice

EDUCATION

MBA-finance & health care

T john college Bangalore (Bangalore University) 2017-2019

The study of financial analytics, budgeting, organization and monitoring of finances. & The study of handling management duties in hospitals, pharmaceutical industry and other healthcare company.

B.com with computer application

CET college of management science& technology (MG University) 2013-2016

The study to apply computer technology in the field of commerce

SKILLS

- Microsoft Office Suite
- Financial Forecasting
- Presentations & Proposals
- Relationship management
- Effectively meet deadlines
- Achieve targets and work under pressure
- Excellent communication skills