

# Curriculum Vitae



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## Personal Information

**Name** Jude Sebastian

**Address** Puthiya Parambil House  
Pallikkavu Temple Road  
India, Kerala, Ernakulam  
Cochin 682023

**Tel.** +917736568818

**E-Mail** judesebastian9@gmail.com

**DOB** 22.09.1993 in Cochin, India

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## Professional Career

**August 2017 - 2021** Lourdes Hospital Post Graduate Institute of Medical Science and Research  
Cochin India

- Administration Executive (30 August 2017 to 14th July 2020)
- Operations Executive (15th July 2020 to 14th June 2021)

### Job Profile:

- Dealing with Medical and Legal cases.
- Active communication with the Police Authorities.
- Handling Public Relation Department and also dealing with national and international clients and enhancing the business activities.
- Managing and resolving day to day activities in line with the authorities.
- Book keeping and managing the administrative records on a daily basis based on the service line standards.
- Providing 24/7 shift service on the administrative activities.

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## Education

**2015 - 2017** Master in Business Administration  
Specialization: Marketing and Systems  
MG University  
India

**2011 - 2014** Bachelor in Commerce

Specialization: Co-Operation  
MG University India

**2009 - 2011** Higher Secondary Education  
Specialization: Commerce  
Board: ISC  
Don Bosco Higher Secondary School India

**2009** 10th Grade  
Don Bosco Higher Secondary School  
India

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## Knowledge and Skills

**Languages** English: Fluent (Reading, writing and speaking)  
Hindi: Intermediate (Reading, Writing and Speaking)  
Tamil: Intermediate (Speaking)  
Malayalam: Mother tongue (Reading, writing and speaking)

**PC-Knowledge** Tally ERP9: Excellent  
MS Word: Excellent  
MS Excel: Excellent