



# ANUMOL E.A

## ADMIN & HR EXECUTIVE With 2+ year experience

### CONTACT

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### PROFILE

Adaptable professional with 2 year & 5 months of experience in HR and administration.

### SKILLS

- Confident and Determined
- Ability to cope up with different situation
- Leadership Qualities
- Problem solving
- MS Office (MS Word, MS Excel, MS Power point etc.)

### CAREER OBJECTIVE

To work for a progressive organization and seek a challenging carrier Which nourishes my passion. The opportunities to learn new technologies, accept newer and higher responsibilities and thereby enhance and sharpen my creative and analytical skills for the benefit of the organization and even myself.

### WORK EXPERIENCES

#### ST. JOSEPH'S MISSION HOSPITAL, MANANTHAVADY, WAYANAD (FROM 26 SEP 2018 TO 20 FEB 2020, and TILL NOW)

#### ADMIN CUM HR EXECUTIVE

Main responsibilities include:

- Monitor and maintain statutory document procedures in order to keep compliance with law of land.
- Assist in day to day operations of the hospital, maintaining quality practices and ensure smooth functioning of the organization.
- Assist and support hospital Director and Management team for the operational activities.
- Plan meetings, prepare minutes of meetings and schedule appointments.
- Conduct audit, feedback and performance analysis.
- Assist in payroll; leave management, ESI and PF activities for Employees.
- Assist in hospital programs, promotional activities and medical camps conducted by the management.
- Assist in developing and implementing organizational policies and SOPs to satisfy service quality; suggest changes if necessary
- Assist in man power planning, recruitment process, training and development of employees.
- Lead training programme and induction programmes for the employees.
- Coordinator for covid 19 community vaccination programme conducted by the hospital.

## PERSONAL SKILLS

- Self-motivated
- Confident
- Adaptable
- Hardworking
- An eye for details
- Creative

## ACHIEVEMENTS

- Participated in National Conference on Healthcare Excellence Through Administration and Leadership - HEAL 2015 at Baby memorial Hospital, Calicut, Kerala

## AREA OF INTEREST

- Administration
- Recruitment
- Payroll management
- Insurance

### **HOLY GHOST MISSION HOSPITAL, MUTTUCHIRA, KOTTAYAM (FROM 01 JUNE 2016 TO 11 JUNE 2016)**

#### OBSERVATION TRAINEE

- 10 days observation training in clinical & non clinical departments of the hospital.
  - Holy Ghost Mission Hospital is a 200 bedded multi specialty hospital

### **ST. THOMAS HOSPITAL, CHETHIPUZHA, CHANGANACHERRY (FROM SEP 2015 TO MAY 2017)**

#### STUDENT TRAINEE

- Undergone training in clinical and non clinical departments of the hospital.
  - St. Thomas Hospital is a 450 bedded super specialty hospital started its service in 1951.

### **FORTIS MALAR HOSPITAL, ADYAR, TAMIL NADU,**

#### **INDIA (FROM 1 FEB 2017 TO 28 FEBRUARY 2017)**

#### PROJECT BASED LEARNING

- One month project work in public relations department of the hospital.
- Topic: Study to evaluate public relation techniques and its effectiveness in Fortis Malar Hospital, Chennai.

#### SEMINARS

- Attended National Conference 'HEAL 2015 'at Baby Memorial Hospital, Kozhikode, Kerala.
- Conducted National Conference 'SANLOIS 2017 'in St. Thomas College of AHS Chethipuzha.

#### EDUCATIONAL QUALIFICATIONS

- Post Graduates (Hospital Management) Bharathiyar University, Coimbatore
- Bachelor of Science(Zoology) Mahatma Gandhi University, Kerala

- English
- Malayalam
- Tamil

- S.S.L.C  
Govt. VHSS Brahmamangalam  
Board of Examinations, Kerala

## PERSONAL INFORMATION

Name of father : Chacko  
Nationality : Indian  
Date of Birth : 21.12.1994  
Marital Status : Married  
Religion : Christian

## REFERENCE

Will be furnished on request.

## DECLARATION

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Wayanad

Anumol E. A