

RENJITH. C. M

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Ernakulam -682308

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Objective

- To make a distinct career in the area of Hospital Administration, Health Insurance, Social work, Accounting, Insurance and Public relations and counseling.

Profile

- Enthusiastic, committed, responsible, post-graduate, with a zest for hard work.
- Wide exposure and hands – on experience in Administration.
- High level of commitment, integrity, adaptability and dynamism, with the ability to quickly evaluate problems and formulate remedial and curative measures.
- Highly motivated, positive and goal oriented, with a strong attribute of patience and skills in dealing the problems.
- Very strong team person, with good inter-personal communication skills and the ability to motivate others.

Educational and Professional Development

1. MASTER OF SOCIAL WORK

(Specialization : Medical & psychiatric social work)

Nehru Arts & Science College, Coimbatore 2005-2007, Tamilandu, India.

2. MASTER OF COMMERCE

(Specialization : Finance)

Mahatma Gandhi University, Kottayam, 2003-2005

3. BACHELOR OF COMMERCE

Mahatma Gandhi University, Kottayam ,1999-2002

Diploma in Computer Application (A –Grade)

Strengths

- Integrity
- Commitment

- Hard work
- Positive and Proactive Goal Oriented Professional who willingly accepts, Additional responsibility and is patient oriented.
- Good interpersonal and communication skills.
- Leadership Skills

Field Work and Experience

- Santhi Ashramam, Coimbatore (4 months training)
- Sri Bala Medical Centre & Hospital, Coimbatore (4months Training)
- Naveen Hospital, Coimbatore (4months Training)

Project Details

“ A study on Psycho Social Problem faced by the Person Who Attempted Suicide”

Block Placement Training

Medical college Hospital, Kolenchery (Psychiatric Setting)

Seminar and Training Attended

- National Level Seminar on “Prospective on women Empowerment” held at Nehru Arts and Science College on February 2007.
- National level Seminar on “Disaster Management” held at GRD College of Education, Coimbatore.

Computer Knowledge

- Tally, DCA, DTP
- Operating System (DOS, WINDOWS)
- Languages & Packages (Photoshop, PageMaker, Ms.Office)
- Type writing

Work Experience

- Office Administration in Singapore Precision and Engineering Equipment Dealers (November 2021 to still continuing.)
- Worked as Assistant Manager (Administration & Operations) in Varma Hospital, Tripunithura (24.06.2011 to 31.03.2021)

Roles in the Hospital

- Recruiting Process
- Arranging the RMO Duties.
- Arranging the Para medical duties.
- Role as insurance Department Head.
- Attending the Hospital related meetings.(Labour Department /KPHA)
- All administrative activities.
- Worked with Medical Trust Hospital, Ernakulam as a Public Relation Officer. (2008-2009)
- Worked as Tally tutor in a Computer Centre.
- Worked as Accountant in a Private Bank.

Personal Profile

Date of Birth : 30.05.1980

Gender : Male

Religion & caste : Hindu, Nair

Father's Name : Mohanan.V.N

Marital Status : Married

Languages Known : English, Malayalam, and Hindi & Tamil

Reference

- Mr. Stephen K.K, Administrator, Varma Hospital, Tripunithura ,
Contact No. 9846060781

Declaration

I hereby declare that the particulars furnished above are correct and complete to the best of my knowledge and belief and that I am possession of the document in proof of the claim made in this application.

Place: Ernakulam

RENJITH. C.M

Date: