

**ARYA VIJAYAN**  
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Mob.No:0564721722

## **OBJECTIVE:**

Experienced Administrator with excellent management and organization knowledge and Master's degree in Hospital Management. Interested in the position of non-medical/HR and administration field, bringing knowledge in database management and office management to handle tactical day-to-day HR & Administrative matters. Self-motivated professional with 4 +years of experience in human resource and administrative field.

## **SKILL:**

- Written and verbal communication skills
- Recruitment Process Skill
- Knowledge about all medical terminologies and ethics.
- Employment visa process and HR& Administration policies.
- Decision-making skills
- Training and developmental skills
- Organizational skills
- Business management skills
- Leadership skills
- Multi-tasking skills
- Presentation skills
- Administrative writing and reporting skills.
- Knowledge about UAE Labor law and visa processes (Semi. Govt.)

## **WORK EXPERIENCE:**

**Total Experience: 6 +Years**

### **➤ HR & Administrative Assistant**

***Arkan Advanced Technical Group- Abu Dhabi, UAE (Retired Military Personal Association Project)*** ***(June 2017 to Present)***

- Maintains human resources records for employees by recording the hiring, transfer, termination, change in job classifications, and merit increase dates as well as tracking vacation and sick leaves.
- Co-coordinating with all departments for requirement of staff. Assisting with the recruitment and selection process.
- Handling all visa process including new and renewal.
- Preparing and keeping all the documents of employees in various departments and arranging for Military entry pass and follow up.

- Managing the staff of all departments of organization and daily updating including mobilization of staff to different location.
  - Handling all responsibilities of HR and Administration departments in the absence of Senior HR Manager.
  - Preparing and issuing warning letters, termination letter as per the instruction of head of department.
  - Preparation of monthly attendance and OT details of Maintenance Department by coordinating with each location.
  - Preparation of LPO for office supplies and follows up.
  - Handling employee medical insurance, both addition and deletion.
- **Healthcare Administrator and Coordinator -Department of Dermatology/Medical Ward.**

***VSM Hospital- Mavelikkara, Kerala, India***

***Mar 2015- May 2016***

- Co-coordinating the schedule of appointment for patients.
- Recording and reporting of all the outpatient documents daily.
- Report the accounts details every week to head of department.
- Participated in inventory and stock checking of dermatology medicine.
- Conducting weekly presentation related to skin disease and medical management.
- Handled the duties of medical nurse in medical ward in alternative days.

➤ **HR Department Coordinator**

***Snehatheeram Educational Society and Health Department –Kerala, India***

***Feb 2014 Jan 2015***

- Work with HR department to facilitate recruitment drives and manages health informatics include record keeping and filing system.
  - Trained new administrative assistant interns in office management procedures and schedule on-the-job mentoring with multiple departments.
  - Maintain and improve online databases of client accounts and external vendors, including updating information when necessary.
  - Created a new system for following up with potential clients in an efficient and effective manner
  - Worked as an instructor in educational department of short term courses.
- **Student Nurse**
- **Sankers Institute of Medical Science and Research Center –Kollam, Kerala, India**

## EDUCATIONAL QUALIFICATIONS:

<b>MBA-Hospital Management</b> <b>(Bharatiyar University)</b> <b>Register No:16NHM5274</b>	<i>Data Tech Institute of Management and Technology</i>	<i>Year 2018</i>	<i>75 %</i>
<b>Bachelor Degree In Nursing</b> <b>(University of Kerala)</b> <b>Registration No: 61300</b> <b>Validity: 11/12/2023</b>	<i>Sankers Institute of Medical Science and Research Center. VNSS College of Nursing, S N Trusts Medical Mission, Kollam, Kerala, India</i>	<i>Year 2013</i>	<i>70 %</i>
<b>Higher Secondary Education</b> <b>( Board of Kerala)</b>	<i>Govt.Boys Higher secondary School,Kayamkulam,Kerala,</i>	<i>Year 2007</i>	<i>75%</i>
<b>SSLC</b>	<i>Viswabharathy Model HS,Kerala</i>	<i>Year 2005</i>	<i>80%</i>

## OTHER CERTIFICATIONS:

ACLS –American Heart Association-[Renewable](#)

BLS- American Heart Association-[Renewable](#)

***Vidyanta Skills Institute, Kollam, Kerala***

## HOBBIES AND INTERESTS:

Reading

Travelling

## KNOWN LANGUAGE:

Malayalam (Mother Tongue), English (Proficient), Hindi (Intermediate),Arabic (Beginner)

## IT SKILLS:

Office Package (Word, Excel, Power point, Access, Outlook)

**PERSONAL INFORMATION:**

Name: Arya Vijayan

Nationality: Indian

Date of Birth: 02/09/1989

Marital Status: Married

Name of Father: Vijayan.C

Occupation of Father: Business Man

Name of Spouse: Arun Krishnakumar

Occupation of Spouse: Department Manager

Driving License: Valid Indian Driving License

Address: Arunodayam, Vayanakam, Ochira, Kollam (Dist.), Kerala,India

**PASSPORT DETAILS:**

Passport Number: M4268633

Date of Issue: 8/12/2014

Date of Validity: 07/12/2024

**CURRENT VISA STATUS:**

Type: Employment visa

Validity: 23/02/2023

**DECLARATION:**

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

Yours sincerely,