

**MANOJ MENON M**

( Post Graduate in Business Management and Commerce )

Email: - manojmenonmba@gmail.com

Ph: - 9895012287, 8921145585.



---

---

## **OBJECTIVES**

Seeking a position in an organization where I can leverage my current skill sets to contribute meaningfully towards the growth of organization, while continuing to learn and grow as a person. I would describe myself as a committed team player and quick learner, and am always willing to go above and beyond my mandate to deliver consistent results for my employer.

## **PROFESSIONAL PROFILE**

- Professionally qualified with **Master's Degree in Business Administration** (HR and Marketing) and **Master's Degree in Commerce**.
- Well versed with **Windows Operating Systems** and **Tally**, Proficient In **MS Office** packages, Working Knowledge In **SAP Software (PPMODULE)**.
- Work closely with Administrator to improve the performance, availability of databases and profit of the organization.

## **STRENGTHS AND SKILLS**

- Self-learning ability with excellent knowledge of industry trends.
- Strong communication, interpersonal, learning and organizing skills.
- Self-starter with strong communication, problem solving and multitasking abilities.
- Strong performance driven approach and high commitment towards responsibilities
- Action and result oriented, developing relationship with peers and colleagues.

## **EMPLOYMENT PROFILE**

❖ **Organisation Name: ROYAL HOSPITAL.**

**Duration: From July 2021 to Till Date.**

**Designation: Assistant Manager-Administration.**

### **Job Responsibilities:**

- Provide administrative support and coordinate the activities of all departments.
- Prepare Hospital Marketing and Revenue generation plans and implement in the organisation time to time.
- Take proper decision as per the emails from different departments in charges and implements them with accuracy.
- Coordinate with department in-charges for duty posting and shift allocation of staffs in different departments.
- Scheduling interviews and recruitment activities as per requirements.
- Coordinate with Accounts and Purchase department in financial transactions and vendor management.
- Ensure patient queries are responded satisfactorily as per organisation standard.
- Communicate with internal and external business partners for different requirements.
- Conducting daily rounds in Front Office, Out Patients Departments, Laboratory, Pharmacy, Casualty, Wards, Rooms etc.,
- Manage Company documents while also ensuring their accuracy, quality and integrity.
- Coordinating with the team and distributing the work through prioritization.
- Provides timely feedback to the reporting manager.

❖ **Organisation Name: Max Life Insurance.**

**Duration: From August 2019 to August-2020.**

**Designation: Associate Agency Development Manager (AADM).**

### **Job Responsibilities:**

- Advisor Recruitment, Development, Retention and team building.
- Field Observation and Demonstration.
- Identifying training needs to improve advisor productivity and persistency.
- Generate fresh referrals for new advisor hiring.
- Achieving timely business plans.
- Ensure companies product mix sales ration and adhere to the business norms.
- Ensure customer queries are responded satisfactorily as per organisation standard.

❖ **Organisation Name: Avitis Institute of Medical Sciences.**

**Duration: From March 2019 to June 2019.**

**Designation: Executive – Purchase.**

### **Job Responsibilities:**

- My role is to provide support and coordinate the purchase activities for all departments.
- Preparing Purchase Orders as per the requirements and its follow-ups.
- Provides timely feedback to senior.

- ❖ **Organisation Name: Ahalia Foundation Eye Hospital (JCI Accredited).**  
**Duration: From May 2015 to March 2019.**  
**Designation: Senior Executive – Purchase & Medical Administration.**

**Job Responsibilities:**

- My role is to provide administrative support and coordinate the purchase activities for all departments of Regional Centres across Kerala.
- Coordinating with the team and distributing the work through prioritization.
- Proper documentations of all Statutory Documents.
- Manage Company documents while also ensuring their accuracy, quality and integrity.
- Take proper decision as per the emails from different departments in charges and implements them with accuracy.
- Implement best practices in the systems and process that support inventory forecasting, purchasing and material control.
- Coordinating Doctors Posting and basic HR activities.
- Preparing Purchase Orders as per the requirements and its follow-ups.
- Keep stock reports systematically and maintain adequate inventory in the organisation.
- Communicate with internal and external business partners for different requirements.
- Provide overall coordination with project in-charge and government organisations for preparing statutory documents for upcoming Regional Centres across Kerala.
- Provides timely feedback to the reporting manager.

- ❖ **Organisation Name: National Health Mission (NHM).**  
**Duration: October 2014 to May 2015**  
**Designation: Public Relation cum Liaison Officer**

**Job Responsibilities:**

- Assist Medical Officer for NHM plans implementation.
- Proper spending and Documentation of allotted funds.
- Coordination between Government Institutions and Public.

- ❖ **Organisation Name: SEPR INDIA LTD (SAINT GOBAIN).**  
**Duration: June 2011 to October 2014**  
**Designation: Executive – PPCO Department**

**Job Responsibilities:**

- Production plan preparation and updating on each shift basis in SAP Software (PP Module).
- Coordinate despatch activities with shipping and commercial departments.
- 5 S and Standardization Activities.

- ❖ **Organisation Name: MUTHOOT FINANCE.**  
**Duration: August 2010 to May 2011.**  
**Designation: Junior Executive.**

**Job Responsibilities:**

- Front Office and Customer Relation.
- Counter management of Gold Loans and Term Deposits.

## **EDUCATIONAL QUALIFICATION**

<b><u>COURSE</u></b>	<b><u>INSTITUTION</u></b>	<b><u>UNIVERSITY</u></b>
<b>M.COM</b>	ACE College, Palakkad. (Distance Education)	Bharathiar University, Coimbatore.
<b>MBA</b> (HR & Marketing)	V.L.B Janakiammal College, Coimbatore. (Regular).	Bharathiar University, Coimbatore.
<b>B.COM</b> (Co-operation)	Chinmaya Mission College, Palakkad. (Regular).	Calicut University, Calicut

## **PERSONAL DETAILS**

<b>Date of Birth</b>	26-09-1986
<b>Marital Status</b>	Married
<b>Father's Name</b>	Late. Madan Mohan T
<b>Languages Known</b>	English, Malayalam, Hindi, Tamil
<b>Permanent Address</b>	Madan Sree, Ambikapuram Post, Panamthody, Palakkad-678011.

## **ACADEMIC PROJECT**

**Organisation Name:** SEPR REFRACTORIES INDIA LTD (SAINT GOBAIN) PALAKKAD.

**Industry:** Manufacturing.

**Project Title:** "EFFECTIVENESS OF TRAINING"

**Project Area:** Human Resources.

## **DECLARATION**

I hereby declare that the above said information are true and correct to my knowledge and belief.

Place-  
Date-

Manoj Menon M