



## ALBIN JOY

Moolayil House  
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## OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

## SKILLS

Employee Relations

Recruiting

Human Resources

Training

Communication

Decision-making

Organisational

Leadership

Multi-tasking

Teamwork and collaboration

Risk management

, Microsoft Office

Excel

Power point

## LANGUAGE

English , Malayalam, Hindi

## EXPERIENCE

### Neo Hospital

2022 - 2023

#### Hr manager & Admin

- Provided primary management of hospital operations for a 24-hour mixed specialty/general practice.
- Oversaw the transition from a general practice into a full 24/7 facility including administrative, human resources, day-to-day hospital management and client interface.
- Oversaw daily operations of specialty, emergency/critical care and general practice including staff conflict resolution, client resources, building and grounds administration.
- Compiled and maintained confidential, employment history records.
- Manage HR departments (payroll, benefits & recruiting) for 100 employee company
- Approve leaves of absence, tuition reimbursement and workers' compensation requests
- Regularly update employee handbook with changes to background check requirements, onboarding and benefit packages

### Fatima Hospital Lucknow

2018 - 2020

#### Hr manager

- Manage HR departments ( benefits & recruiting) for 200 employee company
- Approve leaves of absence, tuition reimbursement and workers' compensation requests
- Regularly update employee handbook with changes to background check requirements, onboarding and benefit packages
- Implemented improved training on workplace safety and applicant referral process
- Performed background checks on all applicants before extending offers

### Kaliyan Silks

2014 - 2018

#### Supervisor

### Positive system

2011 - 2012

#### Service Engineer

## EDUCATION

### Avodha

2023

#### Hr specialist

### Mg University

2014

#### Msc computer science

Grades - 60

### TCIL-IT(Govt.of Indian enterprises

2011

#### ADCHMN (Hardware & Networking)

Grades - 73

### MG University

2010

#### Bsc computer science

Grades - 57

## REFERENCE

### Mini Jose - Administrator

Neo Hospital

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