



JISMY MOL JAMES

Ettickal House
Attappallam PO
Santhigiri Idukki
Kerala
PIN: 685509

CONTACT

(+91) 6282508488, 9544789396
jismyj7@gmail.com

ACADEMIC CREDENTIALS

MBA HRM | 2020

- Madurai Kamaraj University

DHRM | 2022

- Ignite Skill Academy Ernakulam

ADMINISTRATION | 2021

- Ignite Skill Academy Ernakulam

BBA | 2012

- Holycross College Puttady, Kerala

HSE | 2009

- St. Mary's Higher Secondary School
Vellaramkunnu, Kerala

SSLC | 2007

- GHSS Amaravathy, Kerala

COMPUTER PROFICIENCY

MS WORD ☆☆☆☆ ★★★★★★
MS EXCEL ☆☆☆☆ ★★★★★★
TALLY ERP.9 ★★★★★★

LANGUAGES KNOWN

- ENGLISH
- TAMIL
- MALAYALAM (Mother Tongue)

PERSONAL INTEREST

- Listening Music
- Reading

REFERENCE

Name: Saji Jose Thadathil
Designation: Administrator
Organization: Co-operative Hospital Kattappana
Email: sajijosethadathil@gmail.com
Number: +91 9447331107

Name: Bini E.V
Designation: Administrator
Organization: Guardian Multi Speciality Hospital,
Kaipamangalam
Number: +91 9447201106

CAREER ABRIDGEMENT

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills. Also to create value and recognition on work place by producing the best result for the organization through smart work and hard work.

KEY SKILLS

Time management Communication Skill Hard Working
Energetic Leadership Excellent problem-solving skill
Team Work

EMPLOYMENT CHRONICLE

ASSISTANT HR | 2022(AUGUST – 2023 FEBRUARY)
GUARDIAN MULTI SPECIALITY HOSPITAL KAIPAMANGALAM,
THRISSUR (SIX MONTH INTERNSHIP)
INTERVIEW CONDUCTING, CUSTOMER SERVICES, QUALITY IMPROVEMENT,
MARKETING, MEETINGS, MEDICAL CAMP, PUBLIC RELATION, GENERAL
ADMINISTRATION

HOSPITAL ADMINISTRATION | 2021(SEPTEMBER - DECEMBER)
CO-OPERATIVE HOSPITAL KATTAPPANA
THREE MONTH INTERNSHIP
CUSTOMER SERVICES, QUALITY IMPROVEMENT, PROMOTION WORKS,
MEETINGS, MEDICAL CAMP

COORDINATOR | 2020 JUNE - 2021 APRIL
SVRI ASSOCIATES ERNAKULAM

TELE SALES EXECUTIVE | 2019 APRIL - 2020 MAY
WIDE BUSINESS SERVICES ERNAKULAM

BILLING | 2014 AUGUST – 2017 MAY
CO-OPERATIVE HOSPITAL IDUKKI

BILLING AND ACCOUNTS | 2013 MARCH - 2014 MAY
CROP CARE AGRI SOLUTION PVT.LTD KATTAPPANA

PERSONAL DOSSIER

Gender : Female
Date of Birth : 12-11-1991
Nationality : Indian
Marital status : Married
Father Name : James
Mother Name : Kunjumol

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

JISMYMOL JAMES