



# VIDYA VINOD MENON



Villa no.16 Prime meridian Palm Meadows, Cheppanam, Panangad, Kochi-682506



8129025895, 9895208501



vidyavinodmenon98@gmail.com

## ABOUT ME

A confident, systematic individual who likes to plan & organize events/programs. My one-year stint as PRO will enable me to easily integrate into the management team of any complex hospital functioning. Also, my interpersonal skills and linguistic proficiency will enhance my ability to coordinate people of various background or ethnicity.

## LANGUAGES

ENGLISH

HINDI

MALAYALAM

## REFERENCES

DEVDAAS VARMA  
Chief coordinating officer - GLITZ ITALIA, Tripunithura  
T: 9744438638

## WORK EXPERIENCE

GLITZ ITALIA  
Kochi  
Jun 2019 - Sep 2020

Public Relation Officer (PRO)

## INTERNSHIP

ASTER MEDCITY  
Kochi  
Nov 2022 - Feb 2023

Intern at international desk

## EDUCATION

KENDRIYA VIDYALAYA NO. 1 NAVAL BASE  
Kochi  
2014

10th standard

KENDRIYA VIDYALAYA NO. 1 NAVAL BASE  
Kochi  
2016

12th standard

AMRITA SCHOOL OF ARTS AND SCIENCES  
Kochi  
2019

BBA – Bachelors of Business Administration

AMRITA INSTITUTE OF MEDICAL SCIENCE  
Kochi  
2023

MHA – Masters of Hospital Administration

## ACADEMIC PROJECTS

KOCHI  
Mar 2019

AMRITA SCHOOL OF ARTS AND SCIENCES

BBA Project on the topic “Pradhan Mantri Bhartiya Janaushadi Pariyojana Kendra – issues and challenges faced by customers and retailers

KOCHI  
Jan 2022

AIMS HOSPITAL

Study on workflow process at the Pathology department

KALOOR  
Mar 2022

● **AMRITA COMMUNITY HEALTH CENTRE,**

Study to understand the workflow, organizational structure and functions of amrita community health centre, Kaloor

THRISSUR  
Apr 2022 - May 2022

● **METROPOLITIAN HOSPITAL**

Comprehensive performance audit of Metropolitan Hospital's operation, administration, financial performance and recommendations for improving the overall efficacy of the hospital.

## CERTIFICATE

---

Nov 2020 - Dec 2020

● Entrepreneurship & Skill Development Programme (ESDP) on Multifunctional administration executive - Ministry of MSME, Govt of India

Feb 2021

● Participated in a live workshop on Indian Healthcare system- National Digital Health Mission by IIHRM

Nov 2022

● TELEMEDICON 2022 International conference -AIMS

## SKILLS

---

COMMUNICATION SKILL



LEADERSHIP



TIME MANAGEMENT SKILL



DECISION MAKING SKILL

