

# SREEGESH K

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DOB : 09/02/1998



## Summary

An efficient and meticulous HR executive with an experience of 1 year and 6 months as an HR executive and one year as an accounts assistant. I am currently working as a senior executive HR & Administration at Sunrise Hospital, Malappuram. I am a Calicut University graduate who completed my under graduation in Bcom Finance and finished my post graduation successfully in MBA - healthcare management.

## OBJECTIVE

To pursue a challenging career that enables to use my present skills in a resourceful manner with due respect to professional development and personal status by serving the organization with dedication and sincerity.

## EDUCATIONAL QUALIFICATIONS

Year	Qualification	Specialisation or Subjects	School / University
2019-2021	MBA	Health Care Management	Calicut University, Dr. John mathai Center, Thrissur
2015-2018	BCOM	Finance	Calicut University, Chinmaya Mission College, Thrissur
2013-2015	PLUS TWO	Biology Science	HSE, G.H.S.S Ayyanthole
2013	SSLC		Kerala State Board Vivekodayam Boy's Higher Secondary School, Thrissur

## **PROFESSIONAL EXPERIENCE**

### **1. Organization- Sunrise Hospital (January 2022 – Till date)**

#### **Sunrise Hospital Changaramkulam**

- Designation: Senior Executive HR & Administration
- Duration : August 2022 – Till date

#### **Duties and Responsibilities:**

- Recruitment
- On - boarding activities.
- Organizing Induction and Training programs
- Terminal and Annual performance appraisals.
- Payroll preparation and coordination with finance department for the salary disbursement.
- Statutory compliance such as PF, ESI, PT and LWF.
- Employee relieving formalities, Full & Final Settlement.
- Documentation and coordinating NABH works in HR department.
- Building HR Policies and procedures for employee welfare & retention.
- Support all internal and external HR – related inquiries and requests
- Managing other HR activities.
- Assisting in administrative works
  - a. Coordinating all license related works
  - b. Preparing Contracts and Agreements.
  - c. Assisting Operations Manager
  - d. Resolve potential issues with patients
  - e. Handle customer /patient queries

#### **Sunrise Hospital Kakkanad**

- Designation: HR Executive
- Duration : Jan 2022 – August 2022

#### **Duties and Responsibilities:**

- Recruitment
- On - boarding activities.
- Organizing Induction and Training programs
- Employee relieving formalities, Full & Final Settlement.
- Documentation and coordinating NABH works in HR department.
- Assisting in payroll preparation.
- Updating scheduled appointments and maintaining Doctors leaves on the website.
- Preparing certificates, letters, presentations, and reports.

## **2. Organization: ETAX Solutions Thrissur**

- Designation: Accounts Assistant
- Duration: July 2018 - June 2019 (1 Year)

### Duties and Responsibilities:

- Performed daily accounting functions tracking expenses, processing of payments and readying deposits.
- Managing client accounting tasks such as entering data into software, creating ledgers, balance sheets, and profit and loss statements.
- GST filing.
- Managing clients, addressing issues, working with them, and managing the office.
- Assisting accounts manager in all forms of work.

## **INTERNSHIP**

### **Organization: APOLLO ADLUX HOSPITAL, ANGAMALY**

Duration: One Month

Duties and Responsibilities: Assisting in all HR Related Works

## **PROJECTS**

### **1. RAJAGIRI HOSPITAL, ALUVA**

A Study on Work Safety Of Employees In The Radiology Department

### **2. APOLLO ADLUX HOSPITAL, ANGAMALY**

A Study on Effectiveness of Performance Appraisal System

## **PROFESSIONAL SKILLS**

### **1. Computerised Accounting proficiency**

TALLY ERP 9,

BUSY Accounting software

### **2. Working knowledge of Microsoft Office products**

Microsoft Word

Microsoft Exel

Microsoft Power Point

## **PERSONAL INFORMATION**

Age : 24  
DOB : 09/02/1998  
Sex : Male  
Nationality : Indian  
Marital Status : Single  
Blood Group : O+  
Hobbies : Drawing, Travelling  
Languages Known : Malayalam, English, Hindi and Tamil

## **REFERENCE**

1. Varun Raj  
HR Manager Sunrise Hospital  
Mob:- 9778439693
2. Sruthy S V  
Sr. HR Executive Sunrise Hospital  
Mob:- 9496480255

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Place : Thrissur**

**Date :**

**Sreegesh K**

