



JJI SREEJITH R

WORK EXPERIENCE

SHIFT Manager(Public Relation) PKDAS Institute of Medical Science

VANIYAMKULAM - January 2022 - Current

- Work with team members to increase individual performance
- Determine area of improvement for cost control and initiate changes
- Reduce expenses by minimizing waste and allocating staff level correctly
- Prepared variety of different written communications, reports and documents.
- Improved operations through consistent hard work and dedication.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Define employee functions and keep individuals on task
- Implement safety policies to reduce or eliminate incidents
- Maintained operational efficiency
- Identified issues, analyzed information and provided solutions to problems



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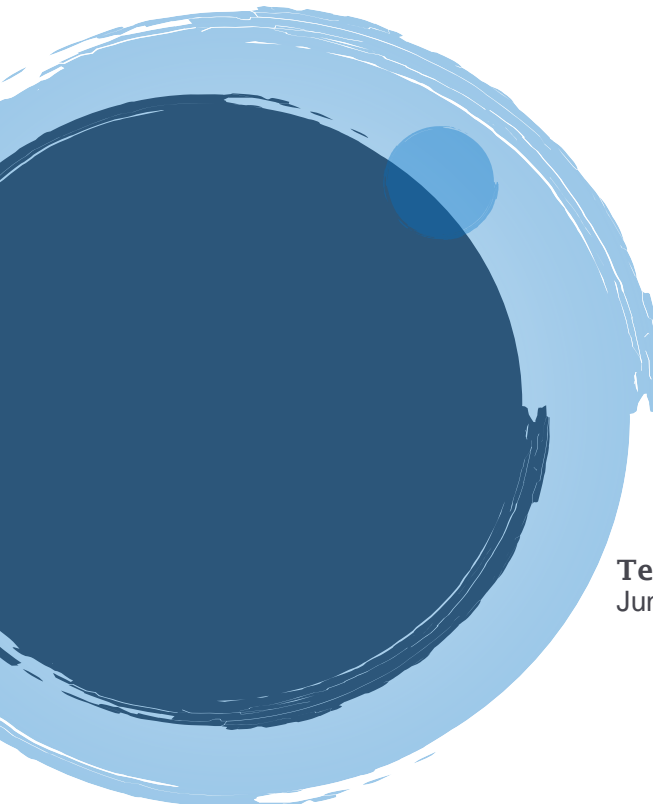
EDUCATION QUALIFICATION

Twelfth Level (+2)

Teachers training course
Diploma.in.computerized
professional Accounting
Diploma..in.Automobile
engineering

Manager,CNS Ayurveda Chikitsalayam Pvt Ltd

- Managing the daily activities of the hospital providing guideline to the staffs and involving all the
- Administrative perspective on the organization, always be aware to maintain the safety measures in to the hospital
- To provide convenient atmosphere to the patients
- Roles and Responsibilities:
- Set task to the each and every staffs in daily basis
- Understanding the situations and take appropriate actions

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- Maintained proper discipline into the organization which is comfortable for the patients
 - Involving to the cost planning try to avoid wastage
 - Recruited and hired top performers to add talent and value to department.
 - Accomplished multiple tasks within established timeframes.

Teacher|UPS, GOVT. Janatha HSS Naduvattam

June 2011 - May 2012

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Planned and implemented integrated lessons to meet national standards.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Completed daily reports on attendance and disciplinary performance.
- Incorporated multiple types of teaching strategies into classroom.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.

SKILL

Staff Management
Business planning
Business administration
Business Development
Dependable and Responsible
Attention to Detail

I hereby acknowledge that information furnished above is true to the best of my Knowledge.

Ref. SARATH (OPERATIONS MANAGER PKDIMS) 9847052455

Place: Pattambi

(Jiji Sreejith R)

