



+919656790384

tolosmundadan@gmail.com

MUNDADAN HOUSE, RSN162, NEAR RAILWAY
STATION, ANGAMALY-683572

PROFESSIONAL SKILLS

2022 – 2023

RAJAGIRI CHRISTU JAYANTHI
PUBLIC SCHOOL (CBSE), KOCHI



LIAISON OFFICER CUM ADMINISTRATION INCHARGE

- Coordinating academic and administrative activities.
- Performed all kinds of secretarial tasks.
- Communicating with other organisations or the public on behalf of the institution.
- Coordinating meetings and appointments.

2017 - 2022

ASTER MEDCITY, KOCHI



SENIOR ASSOCIATE

- Patient care management.
- Various departmental programme coordination and reporting, coordinating various patient support programmes.
- Analysis of patient feedback to identify the opportunities for improving the work flow.
- Performing Day and Night Manager On Duty (Hospital full)
- Direct patient service.
- Data management and documentation.
- Responsible for Co- ordination, supervision, operational functions of entire department.
- Maintain co-ordination and harmony with other departments of the hospital.
- Ensure patients quality services, right time procedure during and up to the end of treatment.

2016 - 2017

DECATHLON, KALAMASSERY



SALES MANAGER

- Exceed store, individual sales and performance goals.
- Range, merchandise and assortment planning.
- Store layout design and display, process transaction through pos terminal.
- Perform independent model builds for several sectors.

TOLOS CHERIYAN

MBA with experience in sales, marketing and healthcare operations. To continue my career in a well-established, competitive and challenging environment where my knowledge can be shared and enriched, contributing to the institution's growth and in turn ensuring personal growth within the organization.

EDUCATIONAL BACKGROUND

- 2014 - 2016- Amity University, Noida- MBA+PGDM- Marketing &HR
- 2010 - 2013- Mahatma Gandhi University, Kerala- B.Com Taxation

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ACHIEVEMENTS

- Active participation in NCC
- C' certificate in NCC Naval Wing
- Participated in various camps including NSE, IGC- 2011
- Core team member of TEDx AGBS KOCHI, 2015
- Volunteered Spice Coast Marathon, 2014
- Core Team member in Stereocon, 2019
- Participations in various social activities under NCC
- Participated in various Management Competitions
- Coordinate different Medical Events

SKILLS

• Languages

English



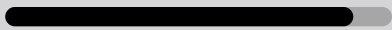
Malayalam



Hindi



• MS Office



• Tally



• Digital Marketing



PERSONAL PROFILE

- Passport No : P5024349
- DOB : 25th March, 1991
- Gender : Male
- Nationality : Indian
- Marital Status : Married

REFERENCES

- Mr. Sreekanth Sreekumar
Rajagiri Christu Jayanthi Public School, Kochi
Mob: 9947768758
- Dr.Lijiya Puspan
Aster Medcity, Kochi
Mob: +917034135000
- Vishnu G
Decathlon, Kalamassery
Mob: +919809071490

DECLARATION

I hereby certify that the details furnished above are true to the best of my knowledge and belief.

Date:

Place:

Tolos Cheriyan