



JOBIT A R

Attuchalil House, Thalumkal PO Kavaly, Koottickal, Kottayam, Kerala - 686514
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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

Bethany Medical Centre Aniakatty, Coimbatore, Tamil Nadu

- System Administrator April 2019 – March 2021

Subbamma Mission Hospital, Moripodu Andhra Pradesh

- Associative Administrator August 2021 - April 2022

AMC Super Speciality Hospital, Tirupur, Tamil Nadu

- Admin cum System Administrator June 2022 -

Education

The Global Open University, Nagaland

- Master of Hospital Administration 2023

CMS College of Science and Commerce Coimbatore, Tamil Nadu

- B Sc Electronics and Communication Systems 2018

JJMMHSS Yendayar, Kottayam, Kerala

- Higher Secondary (Plus 2) 2014

St. George High School Koottickal, Kottayam, Kerala

- SSLC 2012

Responsibilities

- Provides administrative support to ensure efficient operation of office.
- Manages user accounts and passwords, user privileges and access controls
- Makes travel arrangements for Surgeons, Senior doctors, Guest who are coming from outside the country and staffs such as booking flights, cars, and hotel or restaurant reservations.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Medical and Non Medical Items Purchase and Stock Maintaining
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.

- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Plan meetings and take detailed minutes
- Assist in the preparation of regularly scheduled reports
- Handled Accounts receivable and Payable
- Assisted in the management of recruitment process, resulting in a positive impact on the company's overall performance

Skills

- Knowledge in office management systems and procedures
- Microsoft Office(Word, Excel, Power Point etc.)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Strong organizational skills with the ability to multi-task
- Working knowledge of office equipment
- OS Installation, Configuration, Instructions
- CCTV Installation, Planning and Maintenance
- Hospital Information Management Systems(HIMS) Installation and Training
- User Account Management.
- Remote Support.
- Software Installation and Updates.
- Data Entry Operator
- Computer Billing and Cashier

Languages

- English, Malayalam, Hindi and Tamil

Personal Details

- Date of Birth : 03/03/1996
- Marital Status : Single
- Nationality : Indian
- Gender : Male
- Passport No : S8567950
- Father's Name : Reji George
- Permanent Phone No : 07561094257

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.