



# JACKSON P M

## HEALTH CARE ADMINISTRATOR

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📞 +91 790 763 2738

## PERSONAL DETAILS

FATHER NAME: P J MATHEW

DOB: 26 JAN 1988

ADDRESS: PULIKKOTTIL KAKKARATTU HOUSE  
PAVARATTY P.O, THRISSUR-KERALA, 680507

## LINGUISTIC ABILITY

English, Malayalam  
(Speak, Read, Write)  
Tamil (Speak)

## RELEVANT SKILLS

- Documentation
- Ability to lead management team
- ability to solve critical problems
- Ability to create and maintain helpful in Hospital area.
- Quality Customer Service
- HR Related works (Epfo & Esic)

## CARRIER OBJECTIVE

To achieve a leading position in the Health Care Administration Company for which in-depth background, knowledge and experience of several years will have a valuable implementation.

## WORK History

### HOSPITAL ADMINISTRATOR

AL SALAMA HOSPITAL VENGARA MALAPPURAM  
KERALA (2017 JAN - 2022 NOV)

### CENTRE MANAGER

KARUNYA HRUDALAYA,  
ANSAR HOSPITAL, PERUMPILAVU,  
THRISSUR, KERALA (NOV 2022 - JUN 2023)

## KEY RESULT AREA

- Review and inspect equipment and reports to ensure safety and functionally.
- Prepare and submit monthly reports detailing financial activities and professional services rendered.
- Provide training to the juniors and oriented them with hospital rules and regulations.
- Supervised daily administrative operations monitored expenses and suggest cost-effective alternatives.
- Performing general construction duties on sites. Managing, designing, developing creating and maintaining construction projects.
- Assessing potential risks, materials and costs.
- Provided leadership to the station which involved treatment procedure, inventory and security and required record keeping to maintain compliance with state regulation.

## EDUCATION HISTORY

SSLC : ST. Sebastian HS Chittattukara, Thrissur (2004)

VHSE : MASM VHSE Venmenad, Thrissur (2006)

Graduation : Bsc Nursing at Pondichery University (2011)

Post Graduation: Master Of Hospital Administration

## DECLARATION

I do hereby declare that all information given above is true to best of my knowledge and belief.

DATE:  
PLACE:

JACKSON P M