



Adiya D Kumar

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☎ 9567409813

📍 Ettungappadi Veedu, Thirunilathu Lane, Cochin University P. O, Kalamassery, Ernakulam

⚙ Skills

Content Creation

Medical Administration

Managment

Staff Training

👍 Field of Interest

Accounting

Creative Writting

Medical Transcription

Operations Management

Payroll Management

Secretarial Work

🎯 Objective

To support the supervisors and management team with problems solving skills, effective teamwork, and respect of deadlines while providing administrative and entry-level talents with the goal of providing myself and growing with the company.

🎓 Academic Details

University of Kerala

M. A in Public Administration , 60%, 2013

University of Kerala

B. A Economics, 64%, 2008

National Institute of Computer Education

Diploma in Medical Transcription , 92%, 2012

AABC, Technopark, Trivandrum

Diploma in Front Office Management , 95%, 2012

📁 Work Experience

Doc&Meds Lifecare

Business Develepment Officer , Feb 2021 - till date

Role : Identifies new business opportunities, builds client relationships, and expands the company's customer base. They research market trends, analyze competitors, negotiate contracts, and drive growth through strategic initiatives.

Talent Academy

Center Head Cum Faculty, Feb 2020 - Feb 2021

Role : Managing centre operations, and provides leadership in strategic and operational planning. Leads the development of centre initiatives, and improvements for effective delivery of centre programmes and services.

Triumphant Institute of Management Studies

Center Head Cum Faculty, Dec 2017 - Jan 2020

Role : Managing centre operations, and provides leadership in strategic and operational planning. Leads the development of centre initiatives, and improvements for effective delivery of centre programmes and services.

Chaithanya Eye Hospital Thiruvananthapuram

Floor Manager, Sep 2007 - Dec 2019

Role : Ensure that all employees are adequately trained and fully qualified to perform job duties. Monitor the inventory levels of all materials, tools, and equipment. Assist the operations manager in recruiting, hiring, and training new employees as needed. Maintain a positive work environment.

Curricular Activities

Extra-Curricular

Volunteer activities /Organizations

Sports Teams

Government -Related activities

(Non)Academic Competitions

Strength

Communication

Collaboration

Time management

Strong work ethic

Responsibility

Detail-oriented

Hobbies

Reading

Gardening

Writing

Reference

Mr.Jayaraj Thannimangalm

MD

Accenbae Solutions

jayarajthannimangalam@gmail.com

Declaration

I hereby declare that the above-mentioned information is accurate to the best of my know and belief.

Date : 05-March-2024

Place : Ernakulam



(Adiya D Kumar)