





PETER JOY

PROFILE

To build a career with an organization, which is professionally managed, growth oriented, and that offers me consistently positive atmosphere where I can utilize my knowledge, skill, abilities to learn and implement the same for the betterment of the business and also to enhance my professionalism.

CONTACT

 MUVATTUPUZHA

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 peterjoysb@gmail.com

COMPUTER PROFICIENCY

Microsoft office
Tally

LANGUAGES

English
Malayalam
Hindi
Tamil

PERSONAL INFORMATION

Date of birth
September 27.1995

Gender
Male

Marital Status
Single

Nationality
Indian

Pass port No
P1373902



WORK EXPERIENCE

I VISION EYE HOSPITAL (A UNIT OF JASM EYE HOSPITAL PVT LTD) ASSISTANT ADMINISTRATIVE OFFICER

September 2022–Present

- Organize and coordinate administrative operations
- Supervise and evaluate staff
- Recruitment and training of staff
- Handle customer complaints
- Financial planning and budgeting
- Inventory management
- Planning and coordinating marketing activities.
- Updating of statutory document
- Inventory and financial auditing

I VISION EYE HOSPITAL (A UNIT OF JASM EYE HOSPITAL PVT LTD) NABH QUALITY COORDINATOR MARCH 2023 – Present

- Monitoring and reporting on all activities ,processes and procedures
- Developing internal auditing tools and conducting audits
- Developing quality improvement plans
- Conducting quality training
- Preparing and maintain quality management documentation

AHALIA FOUNDATION EYE HOSPITAL – RC ADMINISTRATOR

August 2021- November 2021

- Supervise daily administration operations
- Develop and implement policies for all operational procedures
- Prepare monthly schedules
- Monitoring staff's performance
- Maintaining organizational records

AHALIA FOUNDATION EYE HOSPITAL - GDA

August2019- August 2021

- Patient counseling
- Front office management
- Supervise daily operations
- Monitoring day to day expenses and find cost effective alternatives
- Answer queries and solve patients' complaints

Wonder la holiday ltd kochi -Shop & Locker Attendant

December -2016 August2017

- Customer service

EDUCATION

MBA-finance & health care

T John college Bangalore (Bangalore University) 2017-2019
The study of financial analytics, budgeting, organization and monitoring of finances & The study of handling management duties in hospitals, pharmaceutical industry and other healthcare company.

B.com with computer application

CET college of management science & technology (MG University)
2013-2016
The study to apply computer technology in the field of commerce

SKILLS

- Microsoft Office Suite
- Financial Forecasting
- Effectively meet deadlines
- Achieve targets and work under pressure
- Excellent communication skills

ACHEIVEMENTS

- NSS Assistant volunteer in college level
- Social club Volunteer in college level
- Scouts Volunteer in school level
- The Kerala state Bharat Scouts & guides Adventure Award in school level

REFERENCE

- Dr.Anup chirayath (Medical Director) I Vision Eye Hospital
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- Ajil B Nair(Zonal Manager)Ahalia International Foundation
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