

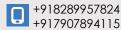
### **PROFILE**

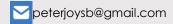
To build a career with an organization, which is professionally managed, growth oriented, and that offers me consistently positive atmosphere where I can utilize my knowledge, skill, abilities to learn and implement the same for the betterment of the business and also to enhance my professionalism.

### CONTACT



MUVATTUPUZHA





#### **COMPUTER PROFICENCY**

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

# PETER JOY



### **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 August 2019 - 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 Itd kochi -Shop & Locker Attendant

December -2016 August 2017

Customer service



#### 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



- 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 E mail: md@i-vision.in Ph:04872426555, 2443555
- Ajil B Nair(Zonal Manager)Ahalia International Foundation E Mail:ajilnair619@gmail.com Ph:+91 9605923101,+971 507820615