



CONTACT ME

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DOB : 14/12/1998

Al Karama, Dubai

EDUCATION

MBA Finance and HR
Berchmans Institute of Management
Studies
2019 - 2021

Bachelor in Commerce
BJM Govt College, Chavara
2016 - 2019

Higher Secondary, Commerce
GHSS Sasthamcottah
2014 - 2016

LANGUAGE KNOWN

- English
- Malayalam
- Tamil

SKILLS

- Communication
- Supervision
- Adaptive Learning
- Resource Allocation
- Human Resource
- MS Office
- Coordination
- Team Building
- Time Management
- Documentation and Reporting
- Hospital Administration
- Accounting

MANU JS

ADMINISTRATION / HR / SALES / ACCOUNTS

To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination.

WORK EXPERIENCE

Operations Executive Feb 2022 - Oct 2023
Travancore Medical College Hospital, Kollam, Kerala

Experience in a NABH accredited hospital as Operations Executive with Duty Manager for almost two years, my responsibilities mainly focused on patient Administration, Management, Complaints Handling and Redressal, Ensures Internal hospital affairs and coordination and Patient Rights and Duties, patient satisfaction

Sales Executive July 2021- Feb 2022
Ceramic World, Kollam, Kerala

Sales Executive role help me with know the customer, Shop Selling and Outside Selling, managing store management Finding new Customers and maintaining the the existing customers and proper display of store.

ACHIEVEMENTS

- Multilingual Office Automation of C-DAC, GIST PACE Programme
- Foundation Course (British Council) conducted by ASAP, which includes 100 hours Communicative English and 80 hours of IT
- Certificate Course in Travel Consultant (Kerala Institute Of Tourism And Travel Studies)
- Microsoft Office Specialist Excel 2016 Issuer: Microsoft
- Participation certificate on Management Fest Conducted by SCMS Cochin
- Strategic Leadership and Management by University of Illinois at Urbana-Champaign by Coursera
- Coursera Online Courses Completed - Financial Markets (Yale University), Strategy and Sustainability (IESE Business School)
- Participated at Patient Reported Experience Measures (PREM) Webinar Conducted by CAHO
- Active National Service Scheme Volunteer, Social Worker
- Church Youth Secretary and Internal Auditor

PROJECTS

- A Study On The Relationship between Stock Market and Gold Price in India- MBA Project
- The Difficulties and Problems faced by LIC Agents while marketing the policies in the area of Kollam District.

INTERSHIPS

- United Electrical Industries Limited (UNILEC), Kollam, Kerala
- Travel Express Tours, Kollam, kerala