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| CURRICULUM VITAE**VINEESH** **H:\Vinu\IMG_6824.JPG****VINEESH.275347@2freemail.com** | OBJECTIVE To seek a challenging career in the field of Hospital Health Care services, where my qualification can contribute to the development and growth of the organization and I would like to learn more about administrative techniques to improve myself for the growing needs.PROFESSIONAL EXPERIANCE**Nazareth Hospital Shillong, India****Job Position:** HR Manager**Period:** November 2013 - December 2016**Job Profile*** Reviews the performance of employees and gives constructive feedback to improve.
* Identify staff vacancies/requirements and inform the administration.
* Provide current and prospective employees with information about policies and job duties and working conditions.
* Evaluate the effectiveness of the respective training programs by obtaining feedback from employees.
* Analyze training needs.
* Analyze statistical data and reports to identify and determine the causes of personnel problems and develop recommendations of improvement of organizations policies and practices.
* Conduct exit interviews to identify reasons for resignation/termination.
* Prepare personnel forecast to project employment needs. Maintain employee benefits programs (ESI, PF, etc.) and inform employees of benefits.
* Completes human resource operational requirements by scheduling and assigning employees following upon work results.

**Holy Cross Hospital Kottiyam, India****Job Position:** Assistant HR Manager**Period:** October 2012 - October 2013**Job Profile*** Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Employee relations managing absence, disciplinary, grievances, sickness etc.
* Measure employee satisfaction and identify areas that require improvement.
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| Personal DataDOB: 14-11-1986Gender: MaleNationality: IndianMarital status: Married**Language Proficiency**EnglishMalayalamTamil **Interests& Hobbies** Listening MusicPlaying Cricket | **Ahalia Foundation Eye Hospital****Job Position:** Administrative Assistant**Period:** March 2012 - October 2012**Job Profile*** Responsible for the overall personnel functions, including advertising for and processing of new employees, conducting employee mini-orientations and exit interviews.
* Distributes timely employee evaluations to the appropriate supervisor for their completion.
* Identify staff vacancies/requirements and inform the administration.
* Maintains evaluations on computer.
* Coordinates monthly schedule of hospital meetings and activities.
* Coordinates completion of Medical Staff credentialing files.

ACADEMIC QUALIFICATION

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| ***Course*** | ***Board/ University*** | ***Year of Passing*** | ***Result (%)*** |
| SSLC | Government of Kerala | 2002 | 83.5% |
| Higher Secondary | Higher Secondary Education, Kerala | 2004 | 63.3% |
| BSc. Mathematics | Mahatma Gandhi University | 2007 | 53.7% |

PROFESSIONAL QUALIFICATION

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| ***Course*** | ***Board/ University*** | ***Year of Passing*** | ***Result (%)*** |
| MHA (Master of Hospital Administration) | Mahatma Gandhi University | 2012 | 63.3% |

PROFESSIONAL SKILLS* HR Operations
* Recruitment & Statutory Compliances
* Leadership
* Skills in Management
* Decision making and Problem solving skills
* Resourcefulness

IT SKILLS * Proficient in MS Office
* Internet
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|  | PROGRAMMES ATTENDED * National conference on “Current trends in public health and hospital administration”.
* International workshop on “Hospital Administration”.

PROJECT UNDERTAKEN* I have done “Organizational study” in Carmel Hospital, Asokapuram, Aluva.
* I have done my 2nd semester project “A study on In-Patient department with special emphasis on the level of In-Patient satisfaction in Samaritan Hospital, Pazhaganad”.
* I have done my 3rd semester project “A Study on nursing department with special emphasis on Job Stress and Job Satisfaction among nurses in Aswini Hospital, Thrissur”.
* I have done my 4th semester project “A study on Viability and Replacement of diagnostic equipments in Little Flower Hospital, Angamaly”.

ACHIEVEMENTS * Passed NCC ‘A’ certificate examination.
* Passed NCC ‘B’ certificate examination.
* Participated 12 days National Integration NCC camp.
* Participated 14 days Special Trekking Expedition NCC camp.
* Participated Inter College Cricket Tournament.

DECLARATION I consider myself familiar with Computer aspects and also confident in my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.  |