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| CURRICULUM VITAE **VINEESH**  **H:\Vinu\IMG_6824.JPG**  [**VINEESH.275347@2freemail.com**](mailto: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. |
| Personal Data  DOB: 14-11-1986  Gender: Male  Nationality: Indian Marital status: Married **Language Proficiency**  English  Malayalam  Tamil    **Interests& Hobbies**    Listening Music  Playing 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   |  |  |  |  | | --- | --- | --- | --- | | ***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   |  |  |  |  | | --- | --- | --- | --- | | ***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 |
|  | 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. |