

CONTACT

SUBIN M VARGHESE

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OBJECTIVE

Organized administrative executive with 5 year of experience in managing high priority tasks, administrative coordination and office management. Strengths include strong communication skills, problem solving ability and knowledge of multiple software platforms. Demonstrated ability to create efficient systems leading to improved overall productivity.

EXPERIENCE

April 2022 -  
September 2024

- **Administrative Executive**  
St. Gregorios Medical Mission Hospital, Parumala
  - Developed and implemented strategic public relations compaign to increase hospital visibility.
  - Prepared presentations for senior management teams on new initiatives and marketing strategies.
  - Managed daily administrative tasks related to public relations operations and functions.
  - Assist in accounting activities including day to day sales, monthly audit, reconciliation and budget preparations.
  - Organized and managed successful conferences, events, medical educations and workshops, resulting in increased public engagement and hospital recognitions.

February 2019 -  
March 2022

- **Junior Administrative and Accounts Officer**  
United india insurance company limited
  - Development and implemented new administrative processes to streamline workflows.
  - Maintained effective filling systems to ensure accuracy and efficiency of all documents.
  - Processed invoices, purchase orders, expense claims and other financial documents according to established procedures.
  - Assisted in the preparations of accounting reports and various sales presentations for internal and external stakeholders.
  - Worked with management team to improve workflows and eliminate unnecessary tasks.

EDUCATION

2018-2020

- **Indira Gandhi National Open University, New Delhi**  
Master of Commerce  
64%

2014-2017

- **Mahatma Gandhi university, Kottayam**  
Bachelor of Business Administration  
75%

## SKILLS

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- Adaptability
- Communication skills
- Effective time management
- Customer Service
- Continuous learning and self development
- Crisis management
- Ability to work in a team
- Effective time management

## LANGUAGES

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- English
- Malayalam
- Hindi
- Tamil

## PERSONAL DETAILS

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- Date of Birth : 01/11/1996
- Marital Status : Single
- Nationality : Indian
- Passport : S0062422
- Gender : Male

## KNOWLEDGE IN MS OFFICE

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- Microsoft word
- Excel
- Powerpoint presentation

## DECLARATION

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- I hereby certify that the above mentioned data are true and correct to the best of knowledge and belief.

**Subin M Varghese**