

MITHRAN. V

ADMINISTRATOR



21st May 1995

CONTACTINFO:

PHONE: +91 9539934886

E-Mail:

mithranctr@gmail.com

ADDRESS:

Mohanam (H) , Muttiringi
Chittur (PO) , Palakkad (Dist)
Kerala , India Pin: 678101

PASSPORT NO: W5973330

LANGUAGEPROFICIENCY:

- ☐ English(proficient)
- ☐ Hindi(conversational)
- ☐ Malayalam(native)
- ☐ Tamil(conversational)

OBJECTIVE

- Dedicated and detail-oriented professional with a passion for organization and efficiency, seeking to leverage strong communication and problem solving skills as an admin executive / Administrator to support seamless operations and enhance productivity in a dynamic work environment.

1. SANTHIGIRI AYURVEDA MEDICAL COLLEGE (2021 – Present) **ADMINISTRATOR**

- Monitoring the daily operations of all departments and attendance.
- Oversaw recruitment, hiring of hospital staffs
- Address the staff concerns and find practical solutions
- Identify the healthcare needs and resolve
- Communications with head office.
- Control over works and purchases in the maintenance and purchase department.
- Drove marketing initiatives to increase brand recognition, facilitate promotion and boost revenue.
- Managing the appointments of Chief
- Keep records and reports up to date.

2. SANTHIGIRI AYURVEDA MEDICAL COLLEGE (2018 – 2021) **ADMINISTRATIVE ASSISTANT**

- Organize and manage GM'S Appointments / Meeting
- Coordination of Meeting / Events
- Travel coordination :(Flight , Accommodation , Travel itineraries)
- Coordination with marketing / purchase department for facilities management
- Prepares and distributes mails / orders.
- Primary point of contact in administrative wing for Internal team / Clients
- Led IT asset management to track / maintain
- Help HR wing in hiring / training
- Help the management to filing and prepare MS Office report.

3.COCHIN ROOFS (2016 – 2018) BUSINESS COORDINATOR

- Assisted customers with prompt and polite support in-person and via telephone
- Arrange route wise supply.
- Invoice checking.
- Prepared quotation
- Inventory management
- Collected customer's feedback

HOBBIES:

- Volunteering
- Cycling
- Exercising
- Travelling

SOFTWAREPROFICIENCY:

- Tally
- Microsoft Excel
- Microsoft Office

INTERPERSONAL SKILLS:

- Communication Skills
- Organizational Skills
- Customer Service
- Attention to detail
- Problem Solving Skills
- Multitasking Abilities
- Confidentiality
- Technical / Software proficiency
- Teamwork and Collaboration
- Inventory management
- Human resource

ACADEMIC QUALIFICATION**Professional Education**

MBA (INTERNATIONAL BUSINESS) (2020 – 21)



BHARATHIAR UNIVERSITY



B.A ENGLISH LITERATURE (2017 – 19)



BHARATHIAR UNIVERSITY

Higher Secondary Education

P P H S S (2015)



Board of Higher Secondary Examination,
Kerala.

Secondary Education

P S H S (2010)



Kerala State Board

DECLARATION:

I solemnly declare that all the above furnished information is free from error to the best of my knowledge & belief.

MITHRAN.V