



CONTACT ME



8667289169
8973878915



monishdollar@gmail.com



Trivandrum, Kerala

LANGUAGES

ENGLISH

PROFICIENT

MALAYALAM

PROFICIENT

TAMIL

PROFICIENT

SKILLS

- Effective communication
- Mail handling
- Operations management
- Time management
- Customer relationship management
- Problem solving
- Training and development
- Facilitation
- Administrative support
- Inventory management

MONISH C P

SENIOR ADMIN EXECUTIVE



ABOUT ME

Dedicated and detail-oriented professional with expertise in managing teams, driving operational excellence, and providing top-notch customer service. Proven ability to execute projects flawlessly and maintain a productive work environment. I'm passionate about building strong relationships with clients and team members to achieve shared goals



JOB EXPERIENCE

SENIOR EXECUTIVE - VISA MEDICALS

KIMSHEALTH, Trivandrum

2017-CURRENT

At KIMSHEALTH Thiruvananthapuram, our team of experienced healthcare professionals provides comprehensive visa medical services, adhering to the specific guidelines set by the immigration authorities of countries like Australia, Canada, New Zealand, and the UK. Our expertise ensures that our clients receive accurate and efficient medical evaluations, supporting their visa applications.



JOB DESCRIPTION:

- Over 8 years of experience in customer service and administration roles.
- Successfully manage team members, ensuring efficient operations
- Conducting department meetings.
- Doctors scheduling for medical examination.
- New staff Departmental orientation and training.
- Staff duty schedule
- Maintaining all kind of facilities inside the department.
- Maintaining Turnaround Time (TAT) and fastening a smooth work environment.



EDUCATION

MBA IN HUMAN RESOURCES AND SYSTEMS.

ANNA UNIVERSITY

2015-2016

BACHELORS IN COMPUTER SCIENCE.

MS UNIVERSITY

2010-2013