

# GINISH TOMS ABRAHAM

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Current Location: Dubai, UAE



## Objective

Post Graduate-with 2 years of experience in Hospital Administration, GR and Customer Service, 1 year of experience as Accountant and a year of experience as Assistant Professor. Intend to build a career in an esteemed organisation where I can utilize and explore dynamic skills for the benefit of the organisation. Quality Education blended with sense of responsibility will home in on the goals.

## Work Experience

**Manager on Duty - Travancore Medical College Hospital, Kollam, Kerala, India - Aug 2017 - March 2019**

- Addressing the concerns regarding Medical Services, Bills, Facilities etc. raised by the Patient/Bystander and Making decision same time. Without taking it to the Management.
- Overall supervision of almost all Non - Clinical Departments.
- Participated in administrative level meetings and provided feedback and solutions for the betterment of the routine activities of the hospital.
- Make sure that all the pending bills are being in the speculated limit. Or else it should be collected.
- Analysed patient and family feedback to identify opportunities for staff recognition as well as areas for Improvement.
- Acted as a Representative of the hospital for all the external affairs.
- Coordinated the allocation of nursing service equipment and supplies within the facility and established guidelines for efficient, economical use.
- Confidently managed the overall operation of nursing services and patient care, including financial management, quality assurance, patient care, safety risk management, team-mate satisfaction, quality index scores and facility maintenance.
- Taken rounds through out the hospital in night, and making assured the staffs are there on.
- Making arrangements for the external camps, internal meetings and so on.
- Vehicle arrangements.
- Petty cash Management.
- Every morning reports are presented in front of Executive Director, Medical Director, Medical Superintendent and Senior Operations Manager.
- Soft Skill trainer - coordinated with Skill Enhancement Department.

**Accountant cum Admin - True Eye Security Force, Kochi, Kerala, India - June 2016 - July 2017**

- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Document financial transactions by entering account information.
- Performing account reconciliation's
- Producing monthly financial and management reports
- Accepting payments and making records from clients.
- Managing Payroll.
- Petty Cash management
- Administration works
- Business Developments follow up

## **Assistant Professor, PGM College, Kangazha, Kerala, India - Sep 2015 - March 2016**

- Teaching Both Under Graduate and Post Graduate Students
- Develop and implement innovative instructional methods.
- Develop professional logistics to improvise student performance.
- Guide lead and mentor students in research projects.
- Evaluate, monitor and mentor student academic progress.
- Serve and support functional activities of departmental committees.
- Assist and support senior professors in their day-to-day tasks and functions.

### **Education**

- ♦ 2015, **M.Com.** (Accounting & Taxation), Baselius College, Kottayam, MG University, Kottayam, Kerala, India
- ♦ 2013, **B.Com.** (Finance), Baselius College, Kottayam, MG University, Kottayam, Kerala, India
- ♦ 2012, **Diploma in Travel and Tourism**, MG University, Kottayam, Kerala, India
- ♦ 2010, **12<sup>th</sup>**, Kendriya Vidyalaya, Kottayam, Kerala, India
- ♦ 2008, **10<sup>th</sup>** Kendriya Vidyalaya, Kottayam, Kerala, India

### **Fields of Interest**

- Administrations
- Customer Services
- Accounts

### **Computer Skills**

- ✧ MS Excel, Word, Power Point
- ✧ Tally ERP 9
- ✧ Visual Basic
- ✧ Adobe Photo shop

### **Personal Details**

Nationality	:	Indian
Sex	:	Male
Age	:	28
D.O.B	:	07-03-1991
Passport	:	K5973168 (India)

### **Declaration**

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

Yours faithfully,

**Ginish Toms Abraham**