

# MELWIN JOLLY

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## CAREER OBJECTIVE

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Looking forward to earning the position of Software Engineer at a leading organization to showcase skills in programming to generate high-end solutions to general software issues along with drawing better user experience

## EDUCATION

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Expected December 2022

**Bachelor of Engineering (Honours)**  
**Swinburne University of Technology**

- Major in Software, Elective: Business, Future Career

Expected December 2022

**Bachelor of Theology**  
**University of Divinity Whitley College**

- Major in Biblical, Historical and Orthodox tradition

December 2018

**Victorian Certificate of Education**  
**Maranatha Christian School**

- Year 12, Subject: Informatic, Product Design, English, Mathematics, Physics

## EXPERIENCE

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September 2020 - Present

**Administrative Officer**  
**Monash Health**

- Screen and prioritise telephone calls and enquiries for the Unit/Ward
- Coordinated patient's admission and discharge procedures
- Order and maintain medical record forms, patient identification labels, stationery, equipment and ward stores as required
- Perform clerical duties including word processing, photocopying, faxing, general filing and shredding of confidential material
- Make an amazing initial feeling of Monash Health by hello and coordinating patients and guests in a lovely and expert way

March 2017 - August 2020

**Food Services Assistant**  
**Monash Health**

- Managed to prepare patient menus in accordance with meal production requirements
- Managed to accurately assemble tray supplies and food on tray line
- Delivered, distributed, and collected all patients/resident food requirements and according to specific clinical requirements
- Adhered to sanitisation policies and followed its procedures
- Maintained a high standard in food hygiene practices in accordance with Monash Health cleaning policy
- Managed to prepare requisition orders for all wards and internal departments
- Managed to answer incoming calls and action requests immediately
- Kept up with the offices Food Safety documentation in a proficient exact and ideal way

**September 2015 - September 2016**

**Assistant Karate Instructor  
Chikara Karate Studio**

- Taught kids physical and competencies and karate skills from the age 4 till 16
- Kept up the enrolment data set of all students for the school
- Managed with planning of training sessions encouraged technique perfection and confidence building
- Created a professional communication between students and parents on student's progress and advancement in ranking

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**SKILLS**

- English(Native), Malayalam(Native)
- Technical: Ruby, HTML, C++, C#, VHDL, JavaScript, SQL, Microsoft Office
- Thrive in challenging fast paced environments
- Quick at learning new software
- Strong communication and interpersonal skills
- Able to build strong rapport with team members
- Problem solving
- Great time management skills