**Sujith John Malliyil**

**“Shyama”, B-201,**

**Nr. Patel Chowk,**

**Nageshwar, Jamnagar Road,**

**Rajkot – 360006.**

**+91-8980805225**

**sujithjohnmalliyil@gmail.com**

**PROFILE OVERVIEW**

* A competent professional with 16+ years of experience in:
* *Administration.*
* *Facility.*
* *Transport in Administration.*
* *Managerial Level.*
* *Attending the Clients online & Offline.*
* *Leading and Mentoring.*
* *Administrative Co-ordinator.*
* *Floor Supervision.*
* *Marketing.*
* Maintaining Database of Doctors, Nurses, and Other Staffs.
* Managing ERP Software of Hospital.
* Preparing Salary of Doctors and Staff.
* Preparing Doctors Sharing
* Marketing of Christ Hospital and Doctors.
* Government Related works to MA Amrutam Yojana, RSBY, Income Tax Inspection Report, ECHS etc.
* Preparing of Christ Health Card.
* Managing Interviews of Doctors, Nurses, Medical Officer and Paramedical Staffs etc.
* All Government works related to All India Council of Technical Education (A.I.C.T.E.), New Delhi; Directorate of Technical Education (D.T.E.), Gandhinagar; Technical Examination Board (T.E.B.), Gandhinagar; Gujarat Technological University (G.T.U.), Ahmedabad; Fee Regulatory Committee (F.R.C.), Ahmedabad; Admission Council of Professional Diploma Course (A.C.P.D.C.), Ahmedabad, Works related to Inspections (AICTE, GTU, LIC, LAEC, & M.H.R.D.).
* Maintaining database of students and staffs.
* Issuing & Preparing Appointing Orders, Experience Certificate, Relieving Orders, Office Orders, Notices, Circulars & Memos, Interviews of Staff (Permanent, Adhoc & Visiting), Printing Interview Call Letters, Proper Documentation of staff, I. D. Cards of Staff, Staff Endorsement etc.
* Issuing Admission Letters, Cancellation of Admissions, Bonafide Certificates, Provisional Mark sheets, Admission Duty Process (General and Management Quota), Making Merit List of Management Quota, Online Mark Entry, Online Attendance Entry, Issuing I.D. Cards of Students, Transcript Certificate, Letter of Recommendation etc.
* Affiliation with University, Fee Collection, Examination Duties, Preparing Provident Fund Statements, Maintaining CL, EL, DL records of staff members etc.

**OBJECTIVE**

Possesses the enthusiasm for work, strong desire to succeed and commitment to continuous skill development that help build confidence and high level motivation to achieve desired results. To build a carrier in high technical environment with leading corporate that could explain my skill , ability & realize my potential full.

**SKILLS SET**

**MANGEMENT**

* Inventories management.
* Facility Management.
* Human resource management.
* Problem solving.

**COMPUTER**

* Internet.
* MS Office Package (MS Word, PowerPoint, Excel and Outlook).
* MS Office 2000, MS Office XP, MS Office 2003, MS Office 2007, MS Office 2010.
* Photoshop.
* Image ready.
* Installing all kinds of System and Application Software.
* Troubleshooting at Component level.

**PROFESSIONALISUM**

* Problem Solving.
* Self discipline.
* Good Communication Skills.
* Team Player.

**REPORTING & COMMUNICATION**

* Planning, Execution and control.
* Dealing customers.
* Target oriented.

**QUALIFICATION**

* Presently pursuing MBA from Singhania University, Rajasthan.
* Graduate (B.B.A.) from Singhania University, Rajasthan.
* Diploma in Hardware and Networking. From Xavier’s Technical Institute, Baroda, in February-2005 with 84%.
* Certificate Course in Web Operator (Information and Technology) from Xavier’s Technical Institute, Baroda, affiliated to Directorate of Technical Education, Gandhi nagar in February - 2005.
* HSC from St. Mary’s Higher Secondary School, Rajkot (Gujarat Secondary & Higher Secondary Board, Gandhi nagar) with 42.67, March – April 2003.
* SSC from St. Mary’s High School, Morbi (Gujarat Secondary Education Board, Gandhi nagar) with 66%, in March - April 2001.

**EXPERIENCE**

* Presently working as Admin Manager of Christ Campus (Christ College, Christ Polytechnic Institute & Christ Institute of Management) from 03/01/2022 to till date.
* Worked as HR/Admin Head in Christ Hospital from 01/11/2015 to 31/12/2021.
* Worked as HR / Admin in Christ Polytechnic Institute, Rajkot 01/05/2006 to 30/10/2015).
* Worked as Marketing Executive in L.D. & L.V. Ceramics.

Previous Job Profile

* Admin Manager in COVID – 19 Team of Christ Multi Superspecialty Hospital, 1st 50 Isolation Beded Designated private Hospital in Gujarat for COVID – 19.
* Secretary to NABH Co-ordinator for NABH Pre Entry Level Inspection.
* Working as Admin Manager in Christ Hospital & Christ College of Nursing, Rajkot.
* Maintaining Database of Doctors, Nurses, and Other Staffs.
* Managing ERP Software of Hospital.
* Preparing Salary of Doctors and Staff.
* Preparing Doctors Sharing
* Government Related works to MA Amrutam Yojana, RSBY, Income Tax Inspection Report, ECHS etc.
* Preparing of Christ Health Card.
* Managing Interviews of Doctors, Nurses, Medical Officer, Teaching / Non Teaching Staffs, and Paramedical Staffs etc.
* Present Salary is 47,500/- per month

Previous to previous Job Profile

* Worked as In-Charge of H R Department, Christ Polytechnic Institute, Rajkot.
* All Government works related to All India Council of Technical Education (A.I.C.T.E.), New Delhi, Directorate of Technical Education (D.T.E.), Gandhinagar; Technical Examination Board (T.E.B.), Gandhinagar; Gujarat Technological University (G.T.U.), Ahmedabad; Fee Regulatory Committee (F.R.C.), Ahmedabad; Admission Council of Professional Diploma Course (A.C.P.D.C.), Ahmedabad, Works related to Inspections (AICTE, GTU, LIC, LAEC, & M.H.R.D.).

* Maintaining database of students and staffs.
* Issuing & Preparing Appointing Orders, Experience Certificate, Relieving Orders, Office Orders, Notices, Circulars & Memos, Interviews of Staff (Permanent, Adhoc & Visiting), Printing Interview Call Letters, Proper Documentation of staff, I. D. Cards of Staff, Staff Endorsement etc.
* Issuing Admission Letters, Cancellation of Admissions, Bonafide Certificates, Provisional Mark sheets, Admission Duty Process (General and Management Quota), Making Merit List of Management Quota, Online Mark Entry, Online Attendance Entry, Issuing I.D. Cards of Students, Transcript Certificate, and Letter of Recommendation etc.
* Affiliation with University, Fee Collection, Examination Duties, Preparing Provident Fund Statements, Maintaining CL, EL and DL records of staff members etc.
* Gujarati & English Typing.
* Managing ERP Software of the Institute.
* Handling of Desktop and Laptops, Installing and Operating various Operating System such as Windows 98, Windows 2000, Windows XP, Windows Media Center, Windows 2003, Windows Vista and Windows 7.
* Assembling of Computers, Installation and Configuration of all kinds of System and Application Software’s.

**STRENGTH**

* Ability to work in a team.
* Motivate and inspire people.
* Have patience to achieve set goals.
* Excellent verbal and written communication skills.

**PERSONAL DETAILS**

Date of Birth: 15th November, 1984

Gender: Male

Location: Gujarat

Nationality: Indian

Marital Status: Married

Language: English, Hindi, Gujrat, Malayalam

Permanent Address: Krupa Nivas, Block No. 8, Dharamnagar Society, Wankaner - 363622,

Gujarat, India.

Present Address : Shyama, B-201, Nr. Patel Chowk, Nageshwar, Jamnagar Road, Rajkot –

360006.

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

**Date: 01/05/2022 SUJITH JOHN MALLIYIL**