

PRAVEEN P. MATHEW



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CAREER OBJECTIVES

Looking forward to join a progressive organization where I can pursue a successful career by utilizing my skills, abilities and experience to the maximum extent with full potential. Being a professional, dedicated, creative, and service minded I feel confident that I can achieve level performance which is nothing short to perfection.



EDUCATION

- **MBA-HR & Marketing**, Mahatma Gandhi University, Kottayam 57%
- **MA – Economics**, Mahatma Gandhi University, Kottayam 61%
- **BA – Economics**, Mahatma Gandhi University, Kottayam 60%
- **12th** Board of Higher Secondary Examination Government of Kerala 66%
- **10th** Board of public Examination Government of kerala 63%



PROFESSIONAL EXPERIENCE

COMPANY: **BELIEVERS CHURCH MEDICAL COLLEGE & HOSPITAL – INDIA**

POSITION : **OFFICE CLERK**

YEAR : **APRIL 2017 – DEC 2019**

Duties and Responsibilities:

- Handles whole department clerical activities
- Handles medical council of India documentation works for inspections
- Scheduled and arranged students department works
- Assist HODs and faculties for department office work
- Perform filing, data management, drafting and editing short office memos
- Maintains proper records
- Arrange the activities under department
- Handle all data entry work

COMPANY: **ST. GREGORIOS CARDIO VASCULAR CENTER – INDIA**

POSITION : **OFFICE EXECUTIVE**

YEAR : **MAY 2010 – JULY 2016**

Duties and Responsibilities:

- Attends and solve issues related with services and other general questions or concerns
- Handles and manages all customer relation activities
- Assist clientele as they enter office and via phone

- Perform filing, data management, drafting and editing short office memos
- Assist with all other office administrative tasks on a weekly basis
- To provide basic facilities for the IP and OP patients
- To give detailed information for the patients
- Arrange the activities under front and back office
- Handle all data entry works



PROJECT WORKS

- A study about selection process with special reference to Midas PVT LTD. Kottayam
- An organizational study about Agro Bio Tech PVT LTD. Kottayam
- A general study on role & Prospectiveness of Event Marketing in Event Management in Kerala



PERSONAL SKILLS

- Excellent customer service and public relation skills.
- Creative solutions approach to problem solving.
- Excellent communication skills in verbal and written both.
- Flexibility in working condition.
- Individual, skilled in problem solving.
- Responsible, efficient with an excellent work ethics.
- MS Office, Power point



PERSONAL PROFILE

DATE OF BIRTH : **23 – 05 – 1986**

NATIONALITY : **INDIAN**

MARITAL STATUS : **MARRIED**

LANGUAGES : **ENGLISH, MALAYALAM & HINDI**

VISA STATUS : **VISIT VISA**

VISA EXPIRY : **25 – 04 – 2020**



REFERENCE

1. **Dr. Jacob Jesurun R S**
Incharge: Department of Pharmacology
Believers Church Medical College, Thiruvalla
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2. **Dr. Anand Sreenivas**
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DECLARATION

I hereby certify that the above information mention is true and correct to the best of my knowledge and belief.