**CURRICULUM – VITAE**

**JINU JOHNNY**

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**Career Objective:**

A dynamic management professional seeking challenges and willing to exhibit managerial skills looking forward to be associated with a progressive organization where there is scope to utilize the skills and be part of a team that works towards the growth of the organization.

**Academic Qualifications:**

* Master of Business Administration (MBA-HR&Marketing) from Bharathiar University, Tamil Nadu, India(Percentage of marks-68%).
* Bachelor of Social Work (BSW) from Mahatma Gandhi University, Kerala, India(69%).
* Higher Secondary Education (HSE) from St George’s Mount H.S.E, Kerala(70%),
* Matriculation (SSLC) from St George’s Mount High School, Kerala in the year of 2007(80%)

**It Skills:**

* Operating System : Windows XP, Vista, Windows 7 & 8
* Application Packages : Ms-Office 2003, 2007, 2010.

**Working Experience:**

* ***Al Hilal Multi Speciality Medical Center (Nov 2018 to Present)***
* **Customer Services Coordinator:**
* Welcomes patients and visitors by greeting, in person or on the telephone answering or referring inquiries.
* Ensures availability of treatment information by filing and retrieving patient records.
* Helps patients in distress by responding to emergencies.
* Maintains operations by following policies and procedures; reporting needed changes.
* Should take care of all registration and billing procedures pertaining to patients irrespective of cash or insurance patients.
* To register the patient for seeing the concerned doctor without any delay.
* To bill the respective medicines and procedures as prescribed by the billing section.
* To admit and discharge the patients on timely based on treating doctor’s instruction.
* To clearly communicate to patients regarding the instructions and formalities related to registration, billing, admission and discharge.
* Take patient feedback reports and at the end of the day discuss how the things can improve at the back end as front end and report to in charge and administrator.
* The cash which receives at the reception should be handed over to the accounts department in a daily basis.
* To reserve and maintain a time-slot patient who ask for an urgent appointment due to unavoidable circumstances.
* Comforts patients by anxieties; answering patient’s questions; maintaining the reception area
* ***KKR Foods & Products Pvt Ltd ( Nirapara ) (Aug 2017 to Oct 2018)***
* **Sales Executive:**
* Compiling and maintaining a list of prospective and current customers for use as sale leads
* Meeting and exceeding sales goals
* Talking with customers on the floor or phone
	+ Merchandising or rotating products according to company guidelines
	+ Displaying and demonstrating products, emphasizing salable features
	+ Attending meetings at corporate headquarters
	+ Attending trade seminars and tastings
* Creating wine reviews
* ***Seya industries Ltd (Dec 2015 to May 2017)***
* ***Sales Executive***

* listening to customer requirements and presenting appropriately to make a sale;
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* acting as a contact between a company and its existing and potential markets;
* negotiating the terms of an agreement and closing sales;
* gathering market and customer information;
* representing their company at trade exhibitions, events and demonstrations;
* negotiating on price, costs, delivery and specifications with buyers and managers;
* challenging any objections with a view to getting the customer to buy
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* ***Shriram City Union Finance Ltd (* April 2014 to Oct 2015 )**
* ***Sales Executive***
* Performed all the marketing inter activities in the entire concern.
* Maintaining and updating customer database.
* Responsible for overall improving of the customer service and target achievement.

Increase in sales of the agents.

* Department Incentive Achievement.
* Identify potential customers.
* Establish marketing and promotional strategies, and maintain awareness on competing products and monitoring the performance of competing products.
* Prepare PowerPoint presentation for agents.
* Achieve sales target.
* Monthly visit to referrals for business updates and new product introduction.

**Personal Dossier:**

* Name : Mr. Jinu Johnny
* Permanent Address : S/O Mr. Johny .M, Mullasseril House, Puthumala P.O

 Paracode, Pathanamthitta (Dist), Kerala, India, Pin: 691554

* Gender : Male
* Marital Status : Single
* Fathers name : Mr. Johny. M
* Nationality : Indian
* Religion : Christian, Orthodox
* Language known : English, Malayalam, Hindi, Tamil
* Interests : Listening to Music, Travelling, Movies, Surfing Internet

**Passport Details:**

* Passport Number : K4901554
* Place of Issue : Trivandrum
* Date of Issue : 25/06/2012
* Date of Expiry : 24/06/2022

**Declaration:**

I do hereby declare that the all the statement as mentioned above are true & correct to the best of my knowledge and belief.

Thanking you Yours Faithfully

 

Date :

Place : Bahrain **JINU JOHNNY**