



# MATHESH MANI

MARKETING - ADMINISTRATIVE - CARETAKER

## CONTACT

- +91 70100 25132
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Dharmapuri - 636704.

## EDUCATION

- ANNA UNIVERSITY - 2013 - 2017**  
Thangavelu Engineering College - Chennai
- BE ( Computer Science )
- BHARAT SEVAK SAMAJ - 2019 - 2021**  
Appco Institution - Thanjavur
- Diploma in Dialysis Technology
- BHARAT SEVAK SAMAJ - 2021 - 2023**  
Appco Institution - Thanjavur
- Diploma in Patient Care Assistant

## SKILLS

- Digital Marketing
- Content Creation
- Office Management
- Project Coordination
- Customer Service
- Financial Management
- HR Support
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Good physical stamina
- Compassionate and patient
- Medication management
- Home Management
- Detail-oriented and organized

## LANGUAGES

- English ( Fluent )
- Tamil ( Native )

## PROFILE

A motivated and detail-oriented professional with experience in marketing and administrative roles, seeking to contribute to a dynamic team. Skilled in digital marketing, office management, customer relations, patient support. Skilled in personal care and medication management, with a proven ability to balance creative and operational tasks effectively.

## WORK EXPERIENCE

- Life Plus Home & Health Care Service** 2021 - PRESENT  
Marketing & Administrative
  - Am one of the Partner in this Service provider Agencies
  - Develop and execute digital marketing campaigns to boost brand visibility and engagement.
  - Create marketing materials (brochures, presentations, online content) to enhance outreach.
  - Conduct market research to optimize strategies and target audiences.
  - Manage scheduling, correspondence, and office operations.
  - Handle client inquiries, ensuring excellent customer service.
  - Assist with invoicing, budget tracking, and vendor management.
  - Support HR functions including recruitment, onboarding, and employee engagement.
- Sri Annai Mani Home & Health Care Service** 2017 - 2021  
Marketing & Content Creation
  - This Service Agencies is belongs to my brother.
  - Create and publish visual content for offline and online marketing.
  - Manage administrative tasks like scheduling, correspondence, and file maintenance.
  - Assist with invoicing, budget management, and procurement.
  - Handle customer inquiries and deliver exceptional service.
  - Support recruitment coordination and onboarding.
- Sri Annai Mani & Life Plus Health Care Service** 2017 - PRESENT  
Caretaker & Patient Assistant
  - Gained hands-on experience in through part-time employment.
  - Coordinated with healthcare providers for continuous patient care.
  - Provided in-home care for elderly and recovering patients.
  - Assisted with daily activities like bathing, Basic dressing, and feeding.
  - Helped with mobility, including walking and transferring.
  - Monitored and recorded vital signs.
  - Offered companionship and emotional support.
  - Promoted mental well-being through positive interaction.

## REFERENCE

### Muniappan - Life Plus

No.205, JJ Nagar, MC Road,  
Thanjavur - 613007.

Phone: +91 96007 52535

Email: lifeplushealthcareservice@gmail.com

### Arivukkarasi - Annai Mani

No.18, Rathinamani Nagar,  
Perungudi, Chennai - 600096.

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