



Arathy Mol

Mobile: +971 563110139 ~ E-Mail: arathymol2001@gmail.com

Present Address: Flat No- #2 , Good furniture Building ,Behind Nesto Supermarket, Al Nud , Sharjah, UAE.

Address: Puthukkattu vilayil, Edakkadu Po, Edakkadu south, Kollam , Kerala, India

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; aiming for assignments as Hospital Administrator with an organization of high repute

PROFILE ABRIDGMENT

- Dynamic professional with 1 years of extensive experience in Hospital management and administration.
- Responsible to work with local hospital boards in regards to the performance of hospital performance and to foster strong community relations
- Works with the Manager of Revenue Cycle Management to ensure practice reimbursement for his/her respective practice is appropriate
- Responsible for recruitment, selection, orientation, evaluation of staff and dismissal, with the exception of employed physicians
- Hires new staff and ensures effective orientation is received by new employees
- Supports and participates in marketing initiatives for practices within his/her responsibility, in collaboration with marketing departments and the management team
- Reviews monthly financial performance for assigned practices and makes recommendations for improvements to their respective Director and physicians/providers
- Run and update databases.
- Develop and streamline operational efficiencies.
- Stay current with all regulations, requirements, and laws.
- Manage schedules for appointments and deadlines.
- Take clear messages and communicate effectively with patients, clients, team members, and management.
- Develop and maintain administrative processes.
- Keep an organized file system.
- Dedicated and hardworking leader with strong analytical, problem solving and organizational abilities and displayed proficiency at grasping new technical concepts quickly

SKILL SET

- Project Execution
- Ability to lead and supervise
- MS.Office
- Problem Solving and Analytical skill.
- Tally ERP.9
- Budgeting and controlling
- Team Management

EMPLOYMENT HISTORY

3 months experience as hospital administrator in MTMM hospital Kerala , India

Position : Administrator

Key Result Areas

- Oversee and coordinate the PREs department, performance and functions. Constantly update and bring any concerns to the attention of the Patient Experience Manager and Unit in Charge. Ensure that standards set are met, highlight concerns and deviations from the objectives and goals by providing with the necessary evidence and suggest alternative and solutions.
- Organize and administer the PREs departments' projects/tasks based on the Patients' and the Clinic's current needs.
- Act as floor supervisor to ensure effectiveness & time management for every encounter to ensure service excellence outcomes. Provide hands on support in all aspects of the day to day activities of the PREs team.
- Empower the PREs to collect the patients' feedback through the Patient Satisfaction Surveys. Collect monthly data and, after considering the Patient and Internal feedback, provide the Patient Experience Manager and Unit in Charge with detailed report and feedback.
- Ensure the conversion of enquiries to services in order to achieve business targets.
- Production and analysis of statistics reports for the Unit in Charge and management teams.
- Draft monthly roster for the PREs of the respective clinic and forward to the Unit in Charge for review and approval
- Identify any training requirements Support the implementation of new technological devices, systems and tools who promote the service excellence and enhance the patient experience.

8 months experience as hospital administrator in Elister hospital Kerala , India

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- Outdoor marketing Assistance.

7 Years' experience as Martial Arts trainer International Karate Budokan.

EDUCATION & CREDENTIALS

- PG diploma in Hospital Administration Berf international institute – 2023.
- Bachelor of Economics from Kerala University in 2022.

Personal Data

DOB : 05.10.2001.
Father's Name : Babu kuttan Pillai.
Nationality : Indian.
Sex : Female .
Martial Status : Single .

Visit visa valid till - 12.07.2024

Language proficiency.
English , Malayalam .

REFERENCE AVAILABLE ON REQUEST

1. **Dr. Sanjay Raj**

Consultant Ophthalmologist.

*MTMM hospital, Sasthamcotta, Kollam, Kerala,
India.*

CONTACT NO +919946837240.

2. **Mr. Abhishek Thomas**

*PRO ,MTMM hospital,
Sasthamcotta, Kollam, Kerala, India.*

CONTACT NO +916238870052.