

Kovey Mawuli

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Address: Bahri Hassan Building, Fourth Floor Room 405 Al Nahdah 2, 201, Dubai, United Arab Emirates (Work)

● ABOUT ME

Dedicated and results-driven Hospital Administration Officer with 4 years of experience in healthcare administration. Adept at overseeing daily operations, improving efficiency, and ensuring compliance with healthcare regulations. Seeking to contribute my expertise to a dynamic healthcare organization to drive excellence in patient care and organizational performance

● WORK EXPERIENCE

08/09/2019 – 30/09/2023 Koforidua, Eastern, Ghana

ADMINISTRATIVE OFFICER EASTERN REGIONAL GOVERNMENT HOSPITAL

- Manage the day-to-day administrative operations of the hospital, including staff scheduling, resource allocation, and budget management.
- Collaborate with department heads to optimize workflow processes, resulting in a 15% reduction in patient waiting times.
- Lead and motivate a team of administrative staff, providing training and performance evaluations to ensure a high level of efficiency and professionalism.
- Implement cost-saving measures, resulting in a 10% reduction in operational expenses while maintaining quality patient care.
- Coordinate with medical staff and nursing teams to ensure seamless patient admissions and discharges.
- Handle patient complaints and concerns, resolving issues promptly to enhance patient satisfaction

30/06/2020 – 29/09/2020 Koforidua, Ghana

ASSISTANT ADMINISTRATION OFFICER NEW JUABEN SOUTH DISTRICT HEALTH DIRECTORATE

- Assisted the administration officer in various administrative tasks, including staff training and coordination, budget monitoring, payroll preparation, and policy development.
- Prepared reports and presentations for senior management to facilitate informed decision-making.
- Managed patient records and ensured confidentiality and compliance with HIPAA regulations.
- Assisted in organizing staff training programs to improve efficiency and quality of service.
- Collaborated with IT teams to implement electronic health record (EHR) systems for improved data management

29/02/2020 – 29/06/2020 KOFORIDUA, Ghana

SUPERVISING REGISTRATION OFFICER NATIONAL IDENTIFICATION AUTHORITY

- Day to Day supervision of Registration exercise
- Provides daily accounting report on community registration activity.
- Provide daily Logistic report .
- Daily Queue Management
- Developed and maintained courteous and effective working relationships.
- Resolved discrepancies between registration officials and client at the registration centre.
- Managed team of 15 employees, overseeing daily activities performed by each team worker

● EDUCATION AND TRAINING

03/09/2017 – 29/06/2019 Nanjing, China

MASTER OF PUBLIC HEALTH Nanjing Medical University

Address Nanjing, Longmiadado, 000000, Nanjing, China | **Website** www.njmu.edu.cn

Address PMB, Accra, Ghana | **Website** www.vvu.edu.gh

● LANGUAGE SKILLS

Mother tongue(s): **ENGLISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
CHINESE	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Social Media

● ADDITIONAL INFORMATION

RECOMMENDATIONS

Dr. Anita Antwiwaa Supervisor

Dean
School of Allied Science and Biomedical Engineering
All Nations University
Koforidua, Ghana

Email draantwiwaa@anu.edu.gh

Dr. Gifty Marley Supervisor

Post-Doctorial Fellow
The University of North Carolina At Chapel Hill
Project China

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Dr. Armeal Abou Supervisor

Head of Department
Public Health
Eastern Regional Hospital
Koforidua
Ghana

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ORGANISATIONAL SKILLS

Skills Healthcare Administration
Payroll
Staff Training
Staff Management
Electronic Health Records (EHR)
Patient Relations
Problem-Solving
Team Leadership

