

DR. DHILIP SELVINRAJ

MD.Physician

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PROFILE

Dedicated and results-oriented Hospital Administration intern and chief Supervisor with over one year of experience in managing administrative tasks and ensuring efficient operations within healthcare facilities. Proven track record of optimizing processes, implementing policies, and leading teams to deliver high-quality patient care.

EDUCATION

2015 - 2021
Mkhitar Gosh university, Armenia
MD.Physician
2013 - 2015
Malar Matric Hr Sec School,
Namakkal, Tamil Nadu, India

SKILLS

- Case Management
- Medical & Clinical Services
- Administrative Support
- Account Management
- Document Management
- Team Leadership

PERSONAL INFO

Nationality : Indian
Date of Birth : 30 Dec 1997
Marital Status: Single
PassportNo : Y7675529
Visa Status : Own Visa until 2026

CERTIFICATE

- Internship certificate in Team Hospital, pudukkottai, Tamil Nadu, India.
- Dataflow verification
- Chief supervisor certificate

WORK EXPERIENCE

Administrative Chief Supervisor

Dr. Muthuraja's Multispeciality Hospital, Pudukkottai, Tamil Nadu 2022 - 2023

- Oversee daily administrative operations, including staff scheduling, resource allocation, and budget management, to ensure the smooth functioning of the hospital.
- Lead and mentor a team of administrative staff, providing guidance and support to ensure adherence to organizational standards and protocols.
- Collaborate with department heads and medical staff to address operational challenges, resolve conflicts, and implement solutions to enhance patient satisfaction and quality of care.

Administrative Intern

Dr. Muthuraja's Multispeciality Hospital, Pudukkottai Tamil Nadu. Oct 2021

- Coordinated with all levels of hospital and medical staff, including Doctors, specialists and nurses to ensure the healthcare department
- Coordinated administrative activities, such as patient admissions, discharge planning, and recordkeeping, to ensure efficient patient flow and continuity of care.
- Implemented electronic health record (EHR) systems and trained staff on software usage, leading to improved documentation accuracy and accessibility of patient information.

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

DR. DHILIP SELVINRAJ