



VENKATESAN P


Hospital Administrator

ABOUT ME

Motivated MCA student in Hospital Management with a solid academic background and strong Excel skills. Focused on enhancing hospital administration efficiency through data-driven strategies, operational excellence, and a commitment to delivering high-quality, patient-centered healthcare services. A career driven, team player with clear communication skill and ability to accumulate in any altering situation and willing to relocate

CONTACT

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Thyanur vill & post Melmalaiyanur TK
Villupuram Dist (604 204)

LANGUAGES KNOWN

Tamil



English



Kannada



Malayalam



Hindi



PROFILE SUMMARY

- To pursue a dynamic career in **hospital administration**, focusing on hospital operations.
- Optimize hospital workflow and enhance **patient care services**
- Drive **organizational growth** through strategic planning and efficient execution..
- Develop into a **dynamic leader** adept at efficient project, people, and process management.

WORK EXPERIENCE

◆ Supervisor

Medax Hospitals RT Nagar , Bengaluru 560032
Duration: 6 Months.

◆ MRD OFFICER & INCHARGE.

Duration: 3 Years.

Medax Hospitals RT Nagar, Bengaluru

◆ FRONT OFFICER & DIGITAL MARKETING

Duration: 2 Years.

Vijashree Medax Hospitals Jigani & Medax Hospitals Bannerghatta , Bengaluru.

Duration: 2 Months.

Department: MRD OFFICER

Purpose : NABH

PERSONAL DETAILS

DOB: 27/12/2001
Gender: Male
Marital Status: Unmarried
Nationality: Indian

KEY SKILLS AND CHARACTERISTICS

- Administrative & Operational Efficiency
- Communication & Interpersonal Skills
- Focused and can cope with any circumstances
- Great co-ordination

CORE COMPETENCIES

- Hospital Administrator
- Quality & Patient Safety Management
- Human Resource & Team Leadership
- Decision Making & Problem Solving
- Communication & Public Relations

ACTIVITIES AND INTEREST

- Event Organizing
- Social Work
- Photography
- Editing
- Playing Volleyball

Job Responsibility

- **Overseeing daily operations:** Ensuring smooth functioning of the entire hospital, including patient care, patient flow, and overall environment.
- **Staff management:** Supervising, evaluating, duty allocation, work allocation.
- **Patient Relations Management:** This includes receiving complaints, recording and tracking, investigating and resolving, maintaining confidentiality and sensitivity.
- **Housekeeping Management:** ensuring patient care areas, public spaces, and support zones in the hospital are clean, sanitary, and safe, helping prevent infections and ensuring patient comfort.
- **Telephonic Patient Information Service:** providing information to the patient's relatives or attendants over the telephone.
- **Ambulance Service Management:** Providing ambulance booking & scheduling, coordination with drivers & staff, emergency handling.
- **Data & Record Keeping:** Maintenance Records, Asset & Inventory Records, Vendor & Contract Records, Utility Consumption Data, Staff Records, Complaint and Service Request Logs.

ACADEMIC DETAILS

Examination/Degree	Institute	Board/University	Percentage/Grade
MCA	Thiruvalluvar college of engineering	ANNA University	89.7
BCA	Singhamam college of Arts & Science	Tiruvalluvar university	90.2
Higher Secondary	GHS School	Melmalaiyanur(HSLC)	85.4
Secondary	GHS School	Melmalaiyanur(SSLC)	81.2

DECLARATION

I hereby declare that the statements made here are true to the best of my knowledge and belief. I understand that misleading or wrong information stated may lead to summary rejection of application or appointment

Place:
Date:

VENKATESAN P