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**SAINO PAUL**

BUSINESS ADMINISTRATION PROFESSIONAL

Aspiring to be a part of dynamic & fast growing organization having motivational working environment, and I am looking for challenging assignments that will foster my career advancement and long-term relationship in an organization where my experience, education and skills could make significant contribution towards corporate objectives.

**AGE**
23

**Education**

**Masters Of Business Administration** Graduated, 2017TOCH INSTITUTE OF SCIENCE & TECHNOLOGY Marks 70%

CUSAT UNIVERSITY COCHIN

**Bachelor of Commerce(Computer Application)** Graduated, 2015St Thomas College Puthencruz Marks 65%
Mahatma Ghandhi University
Kottayam

**Higher Secondary** Graduated, 201010 th– St Ephrem Seminary Public school CBSE ) Marks 63%
12th – St Ephrem Seminary Public School (CBSE Marks 63 %
Ernakulam

**Professional Qualifications and Affiliations**

* I have Done an internship in Banglore as apart of my semester project “**ORGANISATION STUDY RELATED TO PARAMOUNT COSMETICS”**
* Done my final semester project “ **A STUDY ON POWER AND TRANSFORMATIONAL LEADERSHIP IN PUBLIC ORGANISATIONS”**
* I had attended , Kerala Management Association Management Students Convention ,held in kaloor
* Seven Days of internship in Big Bazzar ,vyttilla

**Skills**

* Good communication skill
* Skills in Management
* Leading skill
* Organizational skills
* Decision making and Problem solving skills
* Negotiating , Teamwork and Coaching skills
* Resourcefulness

**Work Experience**

* Still Working in JCI Accredited Rajagiri Hospital, Aluva as Operation Executive from NOVEMBER 2017 till date.

**Job Summary:**

Ensure the smooth functioning of the operations in the IP departments, ICU and Insurance by coordinating and executing the functions as per the hospital policy. Report to the Senior Executive and Asst.Manager on a daily basis for the work related matters

**DUTIES RESPONSIBILITIES:**

**\*Admission Co-ordination**

- Carry out smooth admission of patient to the facility as per hospital policies & procedures.

-Proper Documentation & Filling of various Admission Consent forms.

Envisage an approximate cost of the surgery/procedure/hospital stay as per the details provided by the admitting physician

- Appropriate allotment of rooms/wards for IP transfers from ER/ICU shift outs.

- Make sure availability of rooms/beds for admission in coordination with IP staff and ensure room readiness before shifting the patient to respective units.

**FINANCIAL COUNSELLING:**

* -Provide financial details about overall Treatment expenses, Surgery/Procedure charges, Room/ Ward tariffs, Packages (inclusions &exclusion) based on the details provided by the admitting consultant and as per hospital billing rules & tariff structure.
* -Provide Financial Estimate of Surgery /Procedure cost to patients for external fund requirement.

**\*DISCHARGE CO-ORDINATION:**

* **-**Initiate Discharge intimation of IP/ICU patients.
* -Coordinate for Discharge Summary with consultants to ensure timely discharge of patients.
* -Ensure Discharge medicines are indented by nurses and ensure return of medicines done as per the Hospital policies and protocols.
* -Act in accordance with the discharge protocol of the hospital and ensure timely & high quality patient discharges

**AUDIT & BILLING CO-ORDINATION:**

* -Cross check detailed bill with reports in patient file.
* -Obtain clearance from Operation Theater ,F&B &Pharmacy.
* -Communicate to patient about bills details & payment dues
* -Follow up payment discharge slip provided to patient bystander to be given to nurse
* -Receive final payments & interim deposits.

**INSURANCE:**

* -Regularly update knowledge regarding TPA/Insurance/Corporate tie ups of hospital
* -Assist Patient’s/Bystanders with insurance information & filling out necessary forms
* -Act as a bridge of communication between insurance companies & insured patients
* -Co-ordinate cashless / re-reimbursement formalities for discharged patients

**OTHERS:**

* -Utilize resources effectively and efficiently.
* -Demonstrate effective communication skills to provide continuity of care.
* -Accurate knowledge about hospital/Dept policies and procedures , forms and formats.
* -Be punctual and diligently carry out the duties.
* -Work collaboratively and support efforts to team members.
* -Attend all relevant in service education and on the job training given within the hospital.
* -Actively participate in the disaster management process in the hospital.
* -Actively participates in the hospital quality improvement activities.
* -Follow strictly the infection control practices and guidelines.
* -Follow strictly the hospital safety rules.
* -Fake over any other responsibilities assigned by the superiors from time to time

**DOCUMENTATION AND REPORTING:**

-Assist in the preparation of monthly/weekly/daily reports on discharges carried out,discounts,refund.etc and report it to the supervisors and the Head of the department.

-Assist Senior Executives/Managers in collecting & compiling data for MIS/ Quality indicators pertaining to respective work area.

**Computer Proficiency**

* Word 2015
* Excel 2015
* Power Point 2015

**Languages**

* English
* Malayalam
* Tamil

**Personal Interests**

* Badminton
* Listening music
* Travelling
* Reading
* Singing
* Socialising Activities

**Personal Details**

Father’s Name : Rev .Fr Shammy John Marital Status: Single
Date of Birth : June 14 1994 Nationality :Indian
Gender: FEMALE Mother Tongue : Malayalam

**Refference**

* Mr shaik fazin Haroon : Ast Manager Operations, Rajagiri hospital Aluva.

 PH 7356569696

* Hareesh Ramanathan Hod of MBA Department Toch Institute

 PH 9447476660

 **Declaration**

 I, Saino paul, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Saino Paul