



SIDDHARTH V NAIR
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Curriculum Vitae

About Me

Dedicated, resourceful and goal driven professional with a solid commitment to utmost betterment of organization.

Current Position

Customer Care Executive at Aster Clinics, Dubai, UAE

Key Responsibilities

Patient Registration
Appointment Booking & Package Promotion
Problem Solving & Patient Relations
Insurance Coordination
Billing
Doctors Schedule Preparation

Skills

Customer care/Patient Management
Administration/Bill/Registration
Knowledge on Insurance
MS Office
Medsoft
Communication
Team player
Creativity

Personal Data

Date of Birth: 30/09/1993
Gender: Male
Marital Status: Single
Nationality: Indian
Visa Status: UAE Employment Visa
Languages: English, Hindi & Malayalam

I do hereby declare that the above-mentioned information's are correct to the best of my knowledge. I am fully confident and able to discharge my duties to the fullest satisfaction of my superior's and the organization

Career objective

To work in a dynamic organization where I can be part of its continuous growth and there by sustain a growth mutually beneficial with strong education and talents for professional growth.

Professional Profile

Competent professional and a result oriented leader with hands on experience in administration, patient complaint, billing service, patient follow up and coordination of insurance claims and procedures.

Educational Qualification

Post Graduate in Hospital Administration (MHA from Amrita Institute of Medical Sciences & Research Centre (Amrita Vishwa Vidyapeetham).
Graduate in BBA (Specialized in International Business Management from Manipal University, Dubai).

Academic Projects & Achievements

- **Project title:** Hospital Branding.
- Formulating a Marketing Strategy for Hospital Promotion & Positioning.
- **Organization:** Rajagiri Hospital, Alwaye.
- Area of study: Marketing.
- **Project title:** Feasibility Study for Amrita City Center Clinics.
- **Organization:** Amrita Institute of Medical Sciences, Kochi.

Conferences Organized & Participated

- **Concerto 2016** –“Frugal Innovation in Health Care”: Vice President and Coordinator (Amrita institute of Medical Sciences Kochi).
- **Clairvoyance 2015** –“Sustainability: Pursuit in Health & Healthcare” (School of Health Systems Studies, Tata Institute of Social Sciences, Mumbai).
- **Hospica En Masse 2015** – “National Conference on Adopting an Ideal Healthcare Management” (School of Management Studies, University of Calicut, Dr. John Mathai Centre, Thrissur).
- **Heal** – “National Conference on Healthcare Excellence through Administration & Leadership” (Baby Memorial Hospital, Kozhikode.)
- **Medallion 2017** – “Current Trends in Public Hospital and Hospital Administration” Top Four in Best Manager Competition (Division of Health Management, Mahatma Gandhi University, Kottayam)

Key Strengths & Core Competencies

- Hardworking with sincerity, integrity and honesty.
- Applying the self-strategies for achieving the goals of organization
- Team player with good interpersonal and communication skills.
- Capable in prioritizing the work, based on the urgency and importance.
- Strong sense of responsibility, conscientious and highly committed

