+91 9946339054



RESHMA.ES

Executive -HR & Administration

Career Profile Highly-Professional and organized HR & health care administration executive with strong experience in managing and overseeing daily administrative functions and ensuring compliance. Adept at addressing 🔆 About me 🔳

sensitive issues and maintaining the strictest of confidentiality. Possesses strong leadership and team working skill along with the effective communication abilities, computer proficiency, and knowledge of medical terminology.



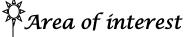
- 2014 2015 Post Graduate Diploma in Human Resource Management PGDHRM - First Class (66 %) Annamalai University, (Tamilnadu-India)
- 2011 2013 Masters of hospital administration PG-MHA - First Class (66 %) University of Amrita Vishwa Vidyapeetha (Kerala - India)
- 2008 2011 Bachelor of Business Administration UG-B.B.A - First Class (65 %) University of Calicut, (Kerala-India)
- **2006-2008**  $+2 - \mathcal{VHSE}$ Office Secretary Ship - First Class (70 %) Board of Vocational Higher Secondary (Kerala - India)
- 2006 SSLC 10<sup>th</sup> - First Class (70 %) Board - Government of Kerala-India

### Experíence

Designation Secretary (General Administration/HR) Ghodran Hospital- Baljurashi 65655, Albaha -KSA. Organization Duration 01/08/2016 to 02/11/2017

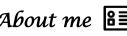
Executive/Training coordinator(HR /Administration) Designation Organization Metro International Cardiac Centre, hospital Calicut, Kerala-India Duration 01/11/2013 to 09/05/2016

es.reshma@gmail.com





General Administration /HRM



| Date of Birth  | : 04-07-1990     |
|----------------|------------------|
| Gender         | : Female         |
| Nationality    | : Indian         |
| Religion       | : Hindu          |
| Marital Status | : Married        |
| Husband Name   | : Jithin.K       |
| Father Name    | : Saravanan.ES   |
| Mother Name    | : Pushpalatha.ES |

Dicense 🏠

- BLS from Saudi Heart Association (ID 07100210604186)
- Saudi Commissionhealth specialties license Specialty: Health Administration Category: Specialist No: 17-A-A-0004075

- Computer : MS Word
- Communication Skill : English, Malayalam, Tamil
- Great at Problem Solving
- Ability to Quickly Create and Apply Ideas and Solutions
- Good Leadership Skills
- Good administrative skill
- Critical Thinker



#### Job Descríptíon

- Arranging Meetings
- Assisting the internal auditing
- Assisting the administration activities
- Monitor budgets and prepare reports
- Keep detail records of medical and office supplies stock
- Keep records of expenses and suggest ways to minimize costs
- Monitor the department's budget and prepare accurate reports
- Assisting and coordinating the hospital Accreditation activities
- Respond to questions from doctors, nurse and patient in a timely manner
- Ensure all departments comply with the current healthcare laws and regulation

- Payroll Management
- Handling employee grievances
- Staff salary revision and increment
- Maintain personal file and data base
- Coordinating performance appraisal
- Develop work schedules for all employees
- Assisting manager for recruitment processes
- Statutory compliance- ESI and PF formalities
- To complete the joining and exiting formalities
- Arranging Training Programmers
- Inform employees regarding new policies and changes in duties
- Issuing appointment letters, increment letters and circulars
- Preparation of forms, certificates , reports, notice and documents

# Training

- BLS training from MICC hospital Calicut, Kerala India
- NABH -internal auditing training from MICC hospital Calicut, Kerala –India
- ISO -Internal auditing training from MICC hospital Calicut. Kerala –India
- 6 month training and project work from Amrita hospital-Kochi, Kerala –India Project Topic - "A study on manpower utilization in the imaging services"
- 2month training and project work from DHFL Housing loan firm in Calicut, Kerala –India Project Topic- "Duties and responsibilities of sales executive"
- 10 Days training and project work "Office secretary ship" at KTC PVS ford- Calicut , Kerala India

## Passport detaíls



- Passport No
- File No
- :N4109888 :K020788849666915
- Place of issue :Kozhikode(Kerala-India)
  - Date of issue :16/10/2015
- Date of expiry :15/10/2025

### Reference



- Mr. Dr. Gerijin Menon- General Manager (MICC hospital Calicut-9539065522)
- Ms. SujathaPremkumar- Nursing Superintend (MICC hospital Calicut-9645537444)
- Ms. Smitha Naik- Assist HR Manger (Metro international cardiac centre hospital Calicut-9048122233)

# Declaration 🕻

I, hereby declare that all the details furnished above are true to the best of my knowledge. I assure that, given a chance, I will perform to the best of my abilities.