

**ALAN ANTONY. K**

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**OBJECTIVE STATEMENT:**

To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination.

**CAREER SUMMARY:**

- Eight years of experience in Operations and Administration
- Excellent organization and time management skills.
- Good communication skill with both verbal and written skill with problem solving attitude.
- Can work efficiently in a group as well as an individual.
- Conceptually strong with an innovative, detail-oriented and analytic approach to the work.
- Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity and commitment.
- Deals with Statutory and Pay roll.
- Maintain manpower.
- Service delivery and relationship development.
- Performance analysis and profit growth.
- Utilize resources effectively and efficiently

## PROFESSIONAL EXPERIENCE:

<b>Organization</b>	Rajagiri Hospital (JCI ACCREDITED)
<b>Designation</b>	Team Leader
<b>Duration</b>	July 2016 to present

## JOB RESPONSIBILITIES:

- Working as team leader for both emergency and insurance
- Coordinating the registration and enquirers in ER, IP, OP and INSURANCE.
- Billing of all out patient and ER services.
- OPD management.
- To coordinate with clinicians, nurses, doctors and operation staff for the smooth work flow of OPD/ER/IP/insurance services to the patient.
- Coordinating in medico legal cases filling and reporting.
- Coordinating in patient admission from OPD/ER following admission request placed by the consultants.
- Coordinating in financial counseling regarding admission and surgery.
- Coordinating with doctors, nurses, billing staff to smoothen the discharge process.
- To provide information regarding availability of consultants and on call doctors.
- Coordinating in arranging ambulances according to the requirement of the patient condition as per doctors' advice.
- Strictly adhere hospital policies and take proactive step to ensure patient safety.
- To be aware of performance indicators and objectives.
- Attend all relevant in service education and on job training given within the hospital.

- To perform any job/task required as and when assigned by the supervisor.
- Responsible for overseeing the insurance operations.
- Designing, implementing and training hospital staffs on insurance protocols.
- Deals with the queries from insurance companies
- Resolve patient insurance related queries
- Provide adequacy counseling for insurance patient at the time of admission
- Deals with cashless and reimbursements of insurance sections.
- Coordinate with the billing staff, doctors, pharmacy staff and insurance firm for cashless services.
- Checking approvals from insurance companies and settling the patient bill on time to time.
- Provide adequate counseling for insurance patient at the time of admission regarding insurance process.

<b>Organization</b>	Aster Medicity (JCI ACCREDITED)
<b>Designation</b>	Operation Executive
<b>Duration</b>	July 2015 to June 2016

#### **JOB RESPONSIBILITIES:**

- Office maintenance and administration works.
- Managing day to day operations, administration, and man power skillfulness tackling of trouble shooting situations.
- Provides leadership to ensure an appropriately unskilled and semi-skilled medical workforce
- Provide assistance to the overall administrative activities and operations of the organization

- Shift scheduling, team management and development.
- Develop and conduct training programme for staffs. develop training protocols, documentation requirements regarding the functions of Clinic
- Ensuring high level of Client satisfaction index.
- Reporting and data analysis using MS Office.
- Maintaining of day to Day expenditure and staff attendance.
- Preparing and maintaining the required information regarding all services provides both hard and soft copy
- Develop PPT for management meeting based on the services indicators
- Ensure a good relationship between hospital and the company's management.
- Submitting financial documents on time.

<b>Organization</b>	St. Michael College
<b>Designation</b>	Senior admin executive
<b>Duration</b>	August 2013 to June 2015

#### **JOB RESPONSIBILITIES:**

- Deals with all administration works
- Conduct seminars and education expos
- Overall responsible of Kerala office operations
- Responsible for college promotion activates
- Conduct yearly PTA meetings
- Maintain a good relationship with parents and students
- Provide counseling to students regarding different courses and there opportunities

<b>Organization</b>	Zasco Manpower AGENCY
<b>Designation</b>	Human Resource Supplier
<b>Duration</b>	Nov 2012 – July 2013

**JOB RESPONSIBILITIES:**

- Schedule and plan meetings and appointments.
- Monitor level of supplies and handle shortage.
- Resolve office related malfunctions and response to request on issues.
- Meet company personals, understand there requirements and fulfill their requirements.
- Deals with payroll.
- Creating contract with companies for the manpower supplies.
- Ensure with the facilities, safety of the supplied manpower.

<b>Organization</b>	St. Michael College
<b>Designation</b>	Administrative Executive
<b>Duration</b>	May 2010 to Oct 2012

**JOB RESPONSIBILITIES:**

- Keep detailed records of your dealings with staff, students and parents.
- Prepare regular report on expenses and office budget
- Supervising other administration staff.
- Maintain and update database
- Answer queries of employees and students.
- Provide administrative support to a team of lectures ,tutors or teacher
- Manage the students life cycle from registration admissions to graduation
- Assist with request, public, alumni relations and marketing activities
- Maintain high level of quality assurance, including course evaluation and course approval procedure
- Organize and facilitate a variety of educational and social activities
- Communication with partner institutions and other institutions and other external agencies

**EDUCATION QUALIFICATION:**

<b>Qualification</b>	<b>University/Board</b>	<b>Type/Institution</b>	<b>Year of Completion</b>
MBA(Hospital Administration)	Bharathiyar University	Distant Education	Pursuing
B.E.(ECE)	Board of Anna University	St. Michael College of Engineering & Technology. Madurai, Tamil Nadu.	2010
Class XII	Board of Public Examinations	Paliyam Govt. HSS, Chendamangalm, N. Paravur, Kerala.	2006
Class X	Board of CBSE	Infant Jesus Public School, Alangad, Aluva, Kerala.	2004

**DECLARATION:**

I, the undersigned, hereby certifies that the information given by me is true and correct to the best of my knowledge and belief. I understand that in case any of the above information is found to be false or untrue or misleading or misrepresenting, may lead to my disqualification or dismissal if engaged.

Thanking you in advance for an early response.

PLACE: Aluva

WITH REGARDS

DATE:

ALAN ANTONY