



SARANYA K S

KOCHUMATTATHIL, MARUTHORVATTOM PO, CHERTHALA,
ALAPPUZHA ,KERALA - 688539

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OBJECTIVE

Seeking for a responsible position in a leading Health care organization where my managerial skills will be beneficial to the organization & myself.

- Operations
- Quality/ Accreditation

SKILLS

- ❖ Strong Leadership qualities
- ❖ Good communication and interpersonal skills
- ❖ Confident in handling people.
- ❖ Ability to work as individual as well as in group
- ❖ Strategic thinking.

EXPERIENCE

- **OPERATION EXECUTIVE - RAJAGIRI HOSPITAL- KOCHI 17-04-2017 To Till date**

Taking care of Daily End- end Operational Processes in ICU, Coordinating the interdepartmental activities, Departmental Auditing , OT Coordination, OPD management, Financial Counselling .

- **ADMINISTRATIVE TRAINEE - FORTIS HOSPITAL, NAGARBHAVI, BANGALORE - (During the course)**
Trained in Fortis Operation System, Medical record Auditing, Quality department.
- **Internship Training** at Sagar Hospital Jayanagar, Bangalore for two Months.

EDUCATION

MHA - PADMASHREE COLLEGE OF HOSPITAL ADMINISTRATION ,RGUHS UNIVERSITY (2016)

BACHELORS IN ECONOMICS - ST. MICHAELS COLLEGE CHERTHALA , KERALA UNIVERSITY (2014)

Plus two - Govt. Girls Higher Secondary School, Cherthala , Kerala (2011)

SSLC - Govt. Girls Higher Secondary School, Cherthala , Kerala (2009)

LANGUAGE

- Malayalam
- English
- Kannada

REFERENCE

Dr. Shiny George

Assistant Manager

Rajagiri Hospital , Kochi

Contact: 09645795909

shiney.george@rajagirihospital.com

Mr. Saiju Joseph

Operations Supervisor

Rajagiri Hospital, Kochi

Contact: 08089476258

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ADDITIONAL QUALIFICATION & ACHIEVEMENTS

- ✓ SIX SIGMA Green Belt holder in KPMG
- ✓ MS office (word, power point, Excel,SPSS (Basic)
- ✓ Diploma in Computerized Accounting (DCPA

ACADEMIC PROJECT WORK

- ✓ “A Study On Utilization Of M-Health Services In Diabetes Management And Its Role In Patient Satisfaction” at Diabetacare, Kormangala, Bangalore.
- ✓ “A Study Of Waiting Time In The OPD Using Queuing Theory” , at KVM hospital, Alleppey , Kerala.
- ✓ “Time and Motion Study of Discharge process at Sagar Hospital ,Jayanagar , Bangalore.

CONFERENCES ATTENDED

- Academy on Hospital Administration “National Conference on Safe and Sustainable Hospital, SASH 2015, Mangalore.
- 8th Annual Medico Legal Review , 2016, Bangalore.
- Health Insurance Summit “Sustainable Healthcare Delivery Model, AMEN 2016, Bangalore.

DECLARATION

I hereby declare that all information provided here with are true to the best of my knowledge, information and belief.

Place:
Date:

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