

AKASH .S

Kailas, Thachankonam, Chilakkoor

Varkala, Thiruvananthapuram, Kerala, India – 695141

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To be part of an organization that will recognize and utilize my skills and offer me a position requiring innovative and creative ideas, where continuous growth and learning are a way of life.

WORK EXPERIENCE

Assistant Manager – Operations, August 2019 - Present

Pushpagiri Medical College Hospital, Thiruvalla

Assistant Manager – Operations, March 2016 - July 2019

Manager On Duty – Operations, March 2015 - March 2016

Travancore Medical College Hospital, Kollam

- Develop and implement innovative ideas to improve the efficiency of the departmental process and coordination with Operation Manager and Top Management.
- Coordinating **NABH** process with all departments.
- Handling the operational activities of Front **office, Pharmacy, Insurance, Purchase, Store Management, Billing, Discharge Summary** & all other **Allied departments**.
- Develop the efficiency of work by providing information, educational opportunities and training to work force at various levels of department.
- Resolves administrative dilemma's by identifying and analyzing information.
- Maintains continuity of work by documenting and communicating the needed actions to the management, discovering irregularities and continuing needs.
- Guides employee actions by researching, developing, and updating administrative policies, procedures, methods and guidelines.
- Completes administrative projects by identifying and implementing new technology and resources.
- Coordinating all departmental operational activities.
- Supervising timely documentation of records and revision of Hospital Information System.
- Complete any additional duties assigned by management from time to time.

EDUCATIONAL PROFILE

MBA (Hospital Management) 2014,
Bharath University, Chennai.

HSE- 2007,
Board of Higher Secondary Education, Kerala

B-Tech (Bioinformatics) 2011,
Bharath University, Chennai.

SSLC- 2005,
General Education Department, Kerala

TRAININGS AND WORKSHOP

- Hands on training programme & demonstration of techniques in System Biology & Computational Biology, Neogen Biosolutions Pvt. Ltd.
- International Conference on Supply Chain Management, Sankara Nethralaya, Chennai.
- International Conference on role of mTOR inhibitors in cancer, RGCB.
- International workshop on cardio vascular drugs, University of Southern Queensland, Australia.
- International Seminar on Designing of Newer Experiments using Biomedical Equipments, University of Southern Queensland, Australia.

COMPUTER SKILLS

Office Tools : MS Word, Excel, Power Point and Open Office Tools

Operating System : Linux, Windows, Ubuntu

PROJECT

Title : Quality Assurance in Transfusion Service (Blood Bank)

REFERNCES

1. Mr. Binoy S
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Manager- Human Resources Department
Travancore Medical College Hospital,
Kollam
2. Dr. Naiju Ajumudheen
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Deputy Medical Superintendent
Travancore Medical College Hospital,
Kollam
3. Dr. G Brindha
+ 91 9940195858
Professor & Head Faculty of
Management Studies
Dr M.G.R University, Chennai
4. Mr. Jithu K Shaji
+971558459279
HR Officer
Burjeel Royal Hospital Al Ain,
UAE

BIO-DATA

Name : Akash .S
DOB : 14 November, 1989
Father's Name : Sujathan .S
Nationality : Indian
Native/Mother-Tongue : Kerala/Malayalam
Languages : English, Malayalam, Tamil
Marital Status : Single
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