

ALAN ANTONY K

Admin Professional

Kalapparambath (H),
Thiruvallur, Aluva, Alangad,
Kerala-683511, India



+91 9746599983



alankalaparambath@gmail.com



Synopsis

A real team player who is able to cover general administrative and clerical duties, provide excellent customer service and efficiently perform run of the mill office work like maintaining computerized and manual records. Flexible with both hours and tasks undertaken, reliable and trustworthy and always having a positive attitude. Able to act as a first point of contact and deal with enquiries from members of the public and colleagues. Always willing to get involved and makes an effort to understand the work of others. Now looking for a suitable administrative position.

Professional Experience

Rajagiri Hospital-Team Leader-Operations

July 2016 - PRESENT

Responsibilities

- ★ Coordinating all services in ER, IP, OP, INSURANCE and ADMISSION
- ★ Involvement in overall management, controls and planning as duty supervisor.
- ★ Ensure adequate space and facilities.
- ★ Analyze optimal utilization of manpower.
- ★ Intervene and solves inter-/intra-departmental issues.
- ★ Involves in operational role of accreditation (JCI, NABH) and continuous monitoring to ensure quality standards.

Aster Medicity – Operation Executive

July 2015 – June 2016

Responsibilities

- ★ Managing day to day operations, administration, and manpower management.
- ★ Provides leadership to ensure appropriately unskilled and semi-skilled medical workforce.
- ★ Ensuring high level of client satisfaction index.

St. Michael College – Senior Admin Executive

August 2013 – June 2015

Responsibilities

- ★ Conduct seminars and education expos.
- ★ Overall responsible of Kerala office operations and promotion activities.
- ★ Provide counseling to students regarding different courses and there opportunities.

Zasco Manpower Agency – Human Resource Supplier

November 2012 – July 2013

Responsibilities

- ★ Monitor level of supplies and handle shortage.
- ★ Meet company personals, understand their requirements and fulfill their requirements.
- ★ Creating contract with companies for the manpower supplies.

St Michael College – Administrative Executive

May 2010 – October 2012

Responsibilities

- ★ Prepare regular report on expenses and office budget.
 - ★ Answer queries of employees and students.
 - ★ Organize and facilitate a variety of educational and social activities.
 - ★ Communicate with other institutions and external agencies.
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Educational Qualification

Qualification	University/board	Type/institution	Year of completion
MBA (Hospital Administration)	Bharathiyar University	Distant Education	Pursuing
B.E (ECE)	Board of Anna University	St Michael College of Engineering, Tamilnadu	2010
Class XII	Board of Public Examinations	Paliyam Govt.HSS, Chendamangalam, N.Paravur	2006
Class X	Board of CBSE	Infant Jesus Public School, Alangad, Aluva	2004

Interest & Hobbies

- ★ Cricket
- ★ Football
- ★ Listening music

Personal Details

Father's Name : K.P.Antony
DOB : 8-10-1988
Age : 30
Sex : Male
Religion & Caste : Christian
Nationality : Indian
Languages Known : English, Malayalam and Hindi
Marital Status : Single
Passport No : K0091385

Reference

- | | |
|---|--|
| 1) Mr.Pream Chand
Former HR Advisor (Rajagiri hospital)
Ph: 8129222733
Mail id: Chanddp2012@gmail.com | 2) Mr.Renjith Krishnan
EVP Rajagiri Hospital
Ph: 8129822214 |
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I do hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief.

Place :
.Date :

ALAN ANTONY.K