

SREEJITH CR

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CAREER OBJECTIVE

- To have challenging career where I can contribute and improve my abilities, intelligence and skills while being resourceful, innovative and flexible.
- Be ready to accept the multi-disciplinary job roles which leads to professional enhancement & unlocking the untapped potential within me.

EDUCATION DETAILS

QUALIFICATION	BOARD/UNIVERSITY	MARKS	YEAR
MA ECNOMICS	CALICUT UNIVERSITY	75	2013
BA ECNOMICS	CALICUT UNIVERSITY	78	2010

SKILL SUMMARY

CLINICAL ADMINISTRATION

- Team Work
- Planning ability
- Mentoring
- Problem Solving
- Business Administration and Operations
- Patient Care
- Data Analysis
- Budgeting
- Quality Assurance
- Ethical Judgment
- Critical Thinking

PROFFESIONAL CONTOUR

DR BATRAS POSITIVE HEALTH CLINIC PVT LIMITED

2013 TO 2020 March

Designation: Clinical Administration Executive

Company Profile:

Dr Bactra's is largest chain of homeopathy clinics with best homeopathic treatment for hair loss, hair fall, psoriasis, vitiligo, skin treatment, etc.

Accountabilities:

- Design and implement business strategies to help the clinic meet organizational goals
- Manage staff by assigning and delegating tasks as needed
- Develop protocols and procedures to improve staff productivity
- Act as a coordinator between patients, their families and additional care staff
- Plan and manage the clinic's budget and approve payroll
- Perform quarterly and annual employee reviews and provide constructive feedback on their performance to help them meet professional goals
- Ensure that all policies and procedures function in accordance with state and federal laws
- Leasing with Healthcare professionals and patients about treatment plans.
- Overseeing clinic operations and staff duties
- Managing the clinic budget, billing system, and inventory
- Purchase ordering and inventory control for the clinic requirements
- Developing Procedures to deliver optimal patient care

- Managing the internal and external communications and follow up taking and answering queries about the clinic
- Complete timely and accurate documentation of patient visits.
- Strives to improve the overall quality of healthcare for each patient
- Assist with clinical assessments of patients

TECHNICAL SKILLS

- Clinic Management System
- OFFICE PACKAGES : MS Outlook/2009/10/MS Office

CORE COMPETENCIES

- Professional, growth oriented, easy adaptive and a quick learner.
- Talented ,independent, responsible, hardworking and efficient in analytical complex s olving issues
- An extrovert with very good blending capabilities
- An absolute team player with good communication skills.
- Ability to deal with a diverse range of cultures and nationalities internationally.
- Highly competent self-motivated, hardworking with the ability to rapidly learn and a pply new skills
- Ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences

PERSONAL DETAILS

DOB	11/03/1990
Nationality	Indian
Marital status	Single
Languages Known	English, Hindi, Tamil, and Malayalam
Gender	Male
Passport No	N 8590144