

BIBIN GOPI

Mobile No.: +918606847157

Email : bibingopi007@gmail.com



OBJECTIVE

Seeking a challenging opportunity in an organization to excel and grow along with the organization by utilizing my knowledge and acquired skill towards fulfillment of organizational vision.

PROFILE

MSW graduate with 1 year experience in Hospital Operations, providing superior service & timely submission of patients records. Escalating admissions & discharge issues according to the established procedure to ensure timely resolution. Educating patients in a professional manner about all queries & also provide mental support.

PROFESSIONAL AFFILIATIONS

INDIAN COUNCIL OF SOCIAL WELFARE , Member (ICSW)

ACADEMIC PROFILE

➤ Masters in Social Work (MSW)

Amrita School of Arts & Science Amritapuri, Kollam
Specialization : Community Development
2014 – 2016
70 %

➤ Bachelor of Social Work (BSW)

Rajagiri College of Social Sciences, Kochi
2009 – 2014
50 %

WORK EXPERIENCE

• **OPERATION EXECUTIVE – Hycare Super Specialty Hospital Chennai (07-09-2020 Present)**

- Look after overall Hospital Operations.
- Prepare IP and OP billing and statement.
- Smooth functioning of OP & IP Patients flow.
- Documentation of admission & discharge.
- Floor Management.
- Patient counseling.
- Schedule Outpatient Patient appointments of concerned doctors.

- Covid patients admission along with special care & provide mental support.
- **OUTREAH-WORKER – Rajagiri Suraksha Migrant Project (15-05-2012 to 31-07-2013)**
- Create awareness about HIV/ AIDS control among migrant people in Ernakulam District.
- Conduct programs & provide mental support.
- Arrange medical camps.
- Distribution of free commodities like condoms.

PROJECTS & OTHER ACTIVITIES

- Participated in workshop of KERALA STATE AIDS CONTROL SOCIETY in 2012.
- Did research study about the psycho-social problems of migrant labor's in Ernakulum district.
- One month experience with Poverty Eradication Mission (Kudumbasree).
- Studied and submitted a report on land issues of tribal people in Wayanad to Honorable tribal minister P.K Jayalakshmi in the year 2011.
- Got an opportunity to interview the Tribal reformer C.K Janu to study the tribal land issues.
- Participated in 5 days training programme of KASACS in Trissur.
- Participated the 3days training programme of National Institute of Public Cooperation & Child Development (NIPCCD), Bengaluru about impact of HIV/AIDS on Nutritional status of women and children.
- Co-ordinate the programme named “FOCUS”, about the “Social work aspects in Dementia/Geriatric care” organized by Alzheimer's and related disorders society of India (ARDSI) on September 9th 2010.
- Did one month internship in BUTTERFLIES, Delhi which is an NGO working for the rehabilitation of street children.
- One month internship in KUDUMBASREE district mission, Pathanamthitta.

CORE STRENGTHS

- Effective rapport building.
- Passionate & ambitious
- Sophisticated
- Reporting & Documentation
- Attention to details
- Adaptive
- Good in MS OFFICE & WINDOWS operating system.

PERSONAL DETAILS

Languages Known	English, Malayalam, Hindi & Tamil
Nationality	Indian
Date of Birth	14-04-1991
Gender & Marital Status	Male & Unmarried
Passport No	M0477138
Permanent Address	Kannankarezhath (H) Poothotta P.O, Ernakulam (Dist) Kerala, India.
Contact Details	Mob: +918606847157
Email	bibingopi007@gmail.com

Reference : Nijin (Working as financial counsellor at Aster Medicity Ernakulam) PH No. 8089804474

Reshmi (Working at NRHM) PH No. 8589014499

DECLARATION

I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge and belief.

Place: ERNAKULAM

Date: 08-11-2021

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