

CURRICULUM VITAE



SUDHIN S

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PROFILE

A responsible person who provides the support through my skills and knowledge not just for myself but for the company. I work hard according to the flexibility of company requirement and present myself in every challenging environment that will enable me to expand my areas, responsibilities and actively participate as a team member and contribute in the growth of the company.

OBJECTIVE

To enhance my skills in pale environment and learn new things that will make me a better professional.

PROFESSIONAL EXPERIENCE

❖ **CVR Multispecialty Hospital, Mannarkkad**

1st April 2021 - Till Date

Front Office Manager / Floor Manager

Responsibilities

- Trains, cross-trains, and re-trains all front office personnel.
- Participates in the selection of front office personnel.
- Schedules the front office staff.
- Supervises workload during shifts.
- Evaluates the job performance of each front office employee.
- Maintains working relationships and communicates with all departments.
- Prepare performance reports related to front office.
- Checks cashiers in and out and verifies banks and deposits at the end of each shift.
- Checking and creating each patient care details.

❖ **Abeer Hospital, Ruwi, Muscat**

1st September 2019 – 27th February 2021

Administration Executive

Responsibilities

- Greet patients entering the Hospital
- Answer telephone, screen eligibility of insurance card and direct the patient and provide appropriate messages
- Provide information of queries to Clinic Manager.
- Ensure knowledge of staff movement in and out of the Medical Center Schedule Dental appointment.
- Prepare /send any approval to the insurance company.

❖ **Naif Medical Center LLC.**

1st March 2018 -1st April 2019

Front Desk, Insurance & Marketing

Responsibilities

Front Desk

- Greet patients entering the Medical Center
- Answer telephone, screen eligibility of insurance card. and direct the patient and provide appropriate messages
- Provide information of queries to Clinic Manager.
- Ensure knowledge of staff movement in and out of the Medical Center Schedule Dental appointment.
- Tidy and maintain the reception area.
- Prepare /send any approval to the insurance company

Insurance

- Ensure the patients visiting in hospital having Insurance cards are subjected to verification before they are sent to the Doctors.
- Deductibles / Co-payment recovered properly as per card Supporting Insurance Department for the submission of claims
- Calling Insurance company for approvals. Make correct invoice and correct payments General administrative and clerical support.
- Visiting Insurance companies for outstanding payment.
- Prepare /send any approval to the insurance company.

Marketing

- Maintain a record of database on reflecting patient attendance through different campaign with corporate groups monthly or quarterly according to Patient Flow of clinic.
- Distribution of Flyer of promotion to nearest location.
- Sending proposal on different scheme along with the manager to have corporate tie up for Medical Center.

❖ **Surgery Pan Asia LLC.**

1st November 2013 -1st January 2018

❖ **Sales**

- Doing the leg work for Marketing plan preparation
- Building Database of Clinics, Hospitals, nurseries, schools, supermarkets, and Commercial enterprises for preparing the Marketing plan.
- Assist the Sales Manager in preparing the marketing plan.
- Provide appointments for Sales managers to meet key HR Personnel/Purchasing Managers Assist in Sales and Marketing pitch.

❖ **Laurel Technical Supplies & Services, Dubai, UAE**

7th November 2011 to October 8th 2013

Site Supervisor & HVAC Site Supervisor.

Projects Handled

- Magic planet @ Mall of Emirates (1000TR)
- Coordination with all other services like Mechanical & Electrical, etc. towards successful Completion of project.
- Detailed study of scope of work, Specification, Equipment Schedule.
- Coordinating with Architect / Contractors during the execution of the project.
- Attending the weekly site meeting with consultant and sub-contractors, Preparation of the detailed Site quantities requirement based on the consultants approved Drawings.
- Responsibility of handling all HVAC works.
- Inspection for CMS sensor installation, wiring, termination and Commissioning.
- Estimation of Material requirement.

Master and Milling Operator

- Deftly handling the task of managing various milling operations functions.
- Responsible for handling the day-to-day functions of the company.
- Ensured effective rendering of services to enable smooth flow of operations while identifying scope for process enhancements for improving services & facilities.
- Assigned the task of preparing the master CAM programmer, and milling operating machines.
- Controlling Siemens, Haas Super VF2 & BFW milling machines.

EDUCATIONAL QUALIFICATION

- BE – MECHANICAL ENGINEERING – 2010, Allahabad University Campus.
- 12 STANDARD –2006-Board of Higher Secondary Education, Kerala.

TECHNICAL QUALIFICATION

- Master CAM - 2011 , Rite CNC CAM, MasterCAM Authorized Certificate.
- CNC Machining Center – 2011, Rite CNC CAM, Master CAM Authorized Certificate.
- NDT (QualityControl Checking) – 2010-IIT NDT Cochin, ASNT Level 2 Certificate.

COMPUTER PROFICIENCY

- Auto CAD, MS Office (MS Word, MS Excel, MS PowerPoint).

PERSONAL INFORMATION:

Father's name	:	Radhakrishnan N
Mother's name	:	Saradha Mani SK
Date of Birth	:	30-05-1989
Gender	:	Male
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Indian
Permanent Address	:	Anamika Nechully, Mannarkkad (P.O), Palakkad, Kerala, India
Current Address	:	Anamika Nechully, Mannarkkad (P.O), Palakkad, Kerala, India
Passport no	:	N8312895
Language Known	:	English, Hindi, Malayalam, Tamil & Kannada

REFERENCE:

Available on Request

DECLARATION:

I **Sudhin.S** do hereby declare that all the particulars and information furnished above are true to the best of my knowledge.

Sudhin.S

