

SARANYA KS

MASTER IN HOSPITAL ADMINISTRATION



PROFILE

Seeking for a responsible position in a leading Health care organization where my managerial skills will be beneficial to the organization & myself.

CONTACT

✉ kssaranya.kssaru@gmail.com

☎ +918714399076

📍 Kochumattathil,
Maruthorvattom P O
Cherthala , Alappuzha
Kerala , India
Pin : 688539

SKILLS

- Strong Leadership qualities
- Good communication and interpersonal skills
- Confident in handling people
- Strategic thinking.
- Ability to work as individual as well as in group

EXPERIENCE

SENIOR EXECUTIVE OPERATIONS.

TRAVANCORE MEDICAL COLLEGE – KOLLAM 01-08 -2019 to Still Continuing.

Managing Areas – Central Receiving Station, Purchase, Medical Records, Pharmacy, Central Store, Ambulance etc. Formulation of policies, procedure and its implementation, Managing Staffs, Collecting data, Assessing Problems, Departmental Auditing, Projects and Action plans etc.

JUNIOR EXECUTIVE OPERATIONS

RAJAGIRI HOSPITAL- KOCHI 17-04-2017 to 04-07-2019

Taking care of Daily End- end Operational Processes in ICU, coordinating the interdepartmental activities, Departmental Auditing, OT Coordination, OPD Management, and Financial Counseling.

ADMINISTRATIVE TRAINEE

FORTIS HOSPITAL, NAGARBHAVI, BANGALORE - (During the course)

Consent audit, Departmental SOP review, HR documentation, and over all hospital process review

INTERNSHIP TRAINING

SAGAR HOSPITAL JAYANAGAR, BANGALORE
(04/01/2016 - 29/02/2016)

EDUCATION

MHA - PADMASHREE COLLEGE OF HOSPITAL ADMINISTRATION,
RGUHS UNIVERSITY (2016)

BACHELORS IN ECONOMICS - ST. MICHAELS COLLEGE
CHERTHALA, KERALA UNIVERSITY (2014)

PLUS TWO - GOVT. GIRLS HIGHER SECONDARY SCHOOL,
CHERTHALA, KERALA (2011)

SSLC - GOVT. GIRLS HIGHER SECONDARY SCHOOL,
CHERTHALA, KERALA (2009)

LANGUAGE

- Malayalam
- English
- Kannada

REFERENCE

Dr. Shiny George

Assistant Manager

Rajagiri Hospital, Kochi

Contact: 09645795909

shiney.george@rajagirihospital.com

Mr. Arun S

Senior Manager Operations

Travancore Medicity Hospital

Contact: 09618894095

om@tmc.ac.in

ADDITIONAL QUALIFICATION & ACHIEVEMENTS

- SIX SIGMA GREEN BELT HOLDER IN KPMG
- MS OFFICE (WORD, POWER POINT, EXCEL, SPSS (BASIC)
- DIPLOMA IN COMPUTERIZED ACCOUNTING (DCPA)

ACADEMIC PROJECT WORK

- "A STUDY ON UTILIZATION OF M-HEALTH SERVICES IN DIABETES MANAGEMENT AND ITS ROLE IN PATIENT SATISFACTION" AT DIABETECARE, KORMANGALA, BANGALORE.
- "A STUDY OF WAITING TIME IN THE OPD USING QUEUEING THEORY", AT KVM HOSPITAL, ALLEPPEY, KERALA.
- "TIME AND MOTION STUDY OF DISCHARGE PROCESS AT SAGAR HOSPITAL, JAYANAGAR, BANGALORE.

CONFERENCES ATTENDED

- ACADEMY ON HOSPITAL ADMINISTRATION "NATIONAL CONFERENCE ON SAFE AND SUSTAINABLE HOSPITAL, SASH 2015, MANGALORE.
- 8TH ANNUAL MEDICO LEGAL REVIEW, 2016, BANGALORE.
- HEALTH INSURANCE SUMMIT "SUSTAINABLE HEALTHCARE DELIVERY MODEL, AMEN 2016, BANGALORE..

DECLARATION

I hereby declare that all information provided here with are true to the best of my knowledge, information and belief.

PLACE :

DATE :

SARANYA K S