



AKSHAYA RAMESH

HOSPITAL ADMINISTRATION

CONTACT ME AT

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Bharanikavu South P. O
Kattanam

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SKILLS SUMMARY

- Experienced in Microsoft word, excel and PowerPoint operations.
- Strong communication and interpersonal skills.
- Able to maintain good relations and communication with patients.
- Ability to administer overall hospital.
- Ability to create and maintain secured environment in hospital.

X, 2015

CERTIFICATION

📖 Pursuing Certificate course in hospital administration

📖 Pursuing TUV SUD Certification from Germany

CAREER OBJECTIVE

To achieve a high level position of hospital administration in your progressive work environment that permits me to develop my experience as hospital administrator. A job where my extensive experience and other skills will have valuable application in administration procedures of hospital.

WORK EXPERIENCE

Pursuing Hospital Administration

Issd, Kalamassery | Nov- Mar

- Generating and implementing various policies and administration procedures.
- Overseeing the performance of administrative staff as well as assisting them to perform their responsibilities.
- Designing and providing various cares and services for patients.
- Identifying and solving health care service related problems.

EDUCATIONAL HISTORY

International School Of Skill Development, Kalamassery, Kochi

Pursuing Hospital Administration

College Of Applied Science IHRD, Mavelikara

UG, Bachelor Of Computer Application (BCA), 2017-2020

Bishop Moore Higher Secondary School, Mavelikara

XII, 2017

Sree Narayana Central School, Cherukunnam

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