



MALAVIKA THILAKAN T

Career Objective



To be a part of healthcare industry, where i can prove my skills and capabilities, thus contributing my extensive knowledge to enhance and improve myself and the organization, to prove myself an asset to any organization that employs me.



EXPERIENCE

2019 -2022

AHALIA FOUNDATION EYE HOSPITAL | ADMINISTRATION EXECUTIVE

Ahalia Foundation Eye Hospital is a JCI accredited eye hospital is the first platform that i got to improve myself in the field of health-care profession. This helped me to enhance my administrative skills as well as patient counselling skills.

- Patients counseling: interact with patients and family members regarding the surgical procedure with the emphasis on converting patients to surgery. Make conformation and reminder calls and also follow up calls from patients.
- Handled AB-PMJAY Health insurance scheme and also provide insurance
- Prepare work schedule and supervise daily administrative operations
- Train new employees
- Ensure prompt ordering and stocking of medical supplies and answer queries from doctors, nurse and health care staff

CONTACT Me



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Valappad
THRISSUR,INDIA

Other INFO

Skills

Self motivated AND creative

CONFIDENT

RESPONSIBLE

Sociable

DISCIPLINED

HELPING AND CARING

Good PERSONALITY

LANGUAGES

ENGLISH, HINDI,MALAYALAM

INTEREST

Music, TRAVELLING



EDUCATION

2017 - 2019

Kerala UNIVERSITY Of Health SCIENCES | Master Of Hospital ADMINISTRATION

2014 - 2017

Calicut UNIVERSITY | Bsc.Zoology

2012 - 2014

VPM SNDP HSS Kazhimbram, Thrissur | Higher SECONDARY

St. ANTONY'S High School, Pazhuvil | High School



Projects

04.04.2019 -
04.05.2019

VPS Lakeshore Hospital & Research CENTRE Ltd., COCHIN | Risk CONTROLL AND Safety Measures IN the Radiology DEPARTMENT

16.5.2018 -
31.5.2018

Daya GENERAL Hospital,Thrissur (2018) | GRIEVANCE HANDLING MECHANISM