

SALINI.C

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Career Objective

Enhance, develop, and implement professional care and management skills in a Company and serve the needy and take care of them.

Career Summary

- A patient oriented and caring professional with excellent patience and remarkable organizing skills possesses **20+** years experience as a Nurse & in the Field of Hospital Management & Administration.
- Proved loyalty and knowledge of medical ethics.
- Proven record of reliability and responsibility.
- Possess special sensitivity to meeting different needs in varied situations.
- Establish contacts with patients, family, staff and physicians.

Education

S.No	Education Qualification
1	SSLC & PDC
2	ANM Nursing
3	BA History & PPTTC
4	Done Certification in “HMX Fundamentals – Immunology “ in January 01 2017, from Harvard University (Harvard Medical School – Office of Online Learning External Education)
5	Done Certification in “ The Blackburn Course in Obesity Medicine : Treating Obesity 2019 “ in June 19-22 , 2019 from Harvard University (Harvard Medical School – Office of Online Learning External Education)

6	Done Certification in “ HR Management & Analytics “ in April 2020 from Amity University (Amity Future Academy - Online Learning)
7	Done Certification in “ Content Marketing “ in April 2020 from Amity University (Amity Future Academy - Online Learning)
8	Done Certification in “ Mobile App Marketing “ in April 2020 from Amity University (Amity Future Academy - Online Learning)
9	Done Certification in “ E Mail Marketing “ in April 2020 from Amity University (Amity Future Academy - Online Learning)
10	Done Certification in “ Digital Marketing Strategies “ in April 2020 from Amity University (Amity Future Academy - Online Learning)
11	Done Certification in “ Social Media Marketing “ in April 2020 from Amity University (Amity Future Academy - Online Learning)
12	Done Certification in “ Product Management “ in April 2020 from Amity University (Amity Future Academy - Online Learning)
13	Done Certification in “ Business Analytics & Intelligence “ in April 2020 from Amity University (Amity Future Academy - Online Learning)

Work Experience

HOSPITALS	PERIOD	MAIN DEPARTMENTS
Fathima Hospital Bank Road , Calicut 67301	1 Jan 1996 to 1 Dec 1996	Orthopaedic and Cardiothorasic ward etc:
Koyas Hospital Cheruvannor , Feroke 673631	1 Jan 1997 to 1 April 1998	ICU , MCU , Casualty etc:
Santhi Hospital , Calicut	1 May 1998 to 1 Aug 1999	MCU
Fathima Hospital Bank Road , Calicut 67301	1 Dec 1999 to 1 Dec 2002	Orthopaedic and Cardiothorasic ward etc:
MS Memorial Hospital Kuttikattor , Calicut	1 Jan 2003 to 15 March 2010	Medical & Administrative Departments
Sithara Group , Thoppumpady , Kochi Kerala	Presently Working here	Administrator &Coordinator of Accounts.

Personal Skills

- Remain calm and professional throughout critical incidents.
- Excellent in communication skills in written and verbal both.

- Good Listening Skills
- Excellent leadership skills in working with both the clinical and non-clinical sides of healthcare.
- Expert knowledge of regulatory standards and protocols.
- Strong understanding of sound financial management practices
- Adept at conflict resolution.
- Resourceful problem solver capable of implementing solutions to complex problems.
- Ability to work in pressure situations.
- Strong commitment to equal opportunities.
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- Planning employee events like leaving parties.

Key Responsibilities in Sithara Group .

- Leading an administrative team.
- Answering the telephone and dealing with incoming phone calls.
- Processing purchase orders and delivery notes.
- Answering the front door intercom and pressing a button to open the doors.
- Ordering office stationary when stocks are low.
- Producing creditor payment lists.
- Controlling the office petty cash float.
- Exchanging information with other company departments.
- Explaining office procedures to new or junior members of staff.
- Proofreading important documents.
- Using an electronic calendar to manage the appointments of office managers.
- Handling administrative requests from members of the office team.
- Making travel and accommodation arrangements for company directors.

Key Responsibilities Handled in Hospitals

- Handling Medical-surgical/critical care, emergency rooms, home health care, hospice, cardiac care, and out-patient environments.
- Performing simple & complex treatments.

- Handling injuries and illnesses, including administering medications, applying medical devices and administering specialized tests.
- Assessing, developing, monitoring and implementing complete plans of care through interdisciplinary team processes for all admissions/transfers of patients in the Emergency Room and other facilities.
- Maintaining concurrent communications with health care givers and ancillary departments.
- Monitoring records and outcomes of Utilization Review and Quality Assurance departments.
- Maintaining knowledge of changing procedures and regulations to enhance revenue for the Emergency Room.
- Directed operations and protocols for all Emergency Room staff.
- Maintaining interdisciplinary approach to patient care, involving health caregivers and medical staff & Preparing reports of patients' care activities.
- Monitored Quality Assurance programs of patient care documentation.
- Performing discharge planning for patients.
- To identify patient care needs & Writing nursing orders.
- Evaluate effectiveness of nursing practice.
- Provide direct care by performing comprehensive health assessments, developing differential diagnoses, etc.
- Provide specialized direct and indirect care to inpatients and outpatients within a designated specialty such as obstetrics, neurology, oncology, or neonatal care.
- Assist others treatment plans.
- Identify training needs or conduct training sessions for nursing students or medical staff.& Read current literature, talk with colleagues,
- Instructing staff in areas of assessment, evaluation of disability, illness, management, technology, or resources.

Technical Experience

- Tally
- MS Office
- Proficient in all apparatus and equipment of operation theatre .

Personal Details

NAME	SALINI.C
DOB	30-05-1976
NATIONALITY	INDIAN
LANGUAGES KNOWN	MALAYALAM , ENGLISH
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DECLARATION

I Consider my self familiar with Nursing & Administrative Aspects , I'm also confident of my ability to work in a team . I here by declare that the information furnished above is correct to best of my knowledge.

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