


# ANUSREE RAJAN

Hospital Administrator  
Professional

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## CAREER OBJECTIVE

Passionate healthcare administrator dedicated to providing comprehensive care and administrative support for patient. Seeking a challenging hospital administrator position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

## EDUCATION

- ❖ Tech U International Aviation Academy ,  
2022 — STED Council  
Diploma Hospital Administration
- ❖ Nirmala College Of IT , Chalakudy,  
2013 - MahatmaGandhi University  
Bachelor Of Tourism Studies
- ❖ L B S M H S S , Avittathur  
2010 - Kerala Higher Secondary Board  
+2 Humanities
- ❖ B V M H S , Kallettumkara  
2008 - Kerala Board  
S S L C

## SKILLS

- Able to maintain good relations and communication with people.
- Emergency Management
- Patient Care
- Documentation Skills
- Problem Solving abilities
- Team work
- Customer Service

## IT SKILLS

- Experienced in Microsoft word
- Excel and power point operations
- Windows OS

## INTERNSHIPS AND PROJECTS

- Telemedicine and medical tourism
  - Scope and benefits
- Technology innovation in health care
  - New Technologies and solutions
- Hospital acquired infections
  - Different types and prevention methods
- National tour report
  - Report making - Delhi,Agra,Hyderabad,Bangalore
- Travel agency training
  - Itinerary prepara,tour coordination

## LANGUAGES

Malayalam

English