

NITHIN THOMAS

Master of Hospital Administration bringing around 2 years experience in Assisting HR works, Basic Accounting as well as General Administrative work – seeking position as HR/Admin Executive/Officer in Healthcare, Hospitality, IT, Telecom, Aviation or any other sector.

EXPERIENCE

AHALIA FOUNDATION - HOSPITAL | KERALA | INDIA

ADMINISTRATION EXECUTIVE

September 2019 – October 2021

- Assist HR in Hiring & onboarding.
- HRMS - Create and maintain personnel files as per ISO standards. Maintain master data & update staff's personal information in company HRMS.
- Assist to develop strategic policies and programs for corporate travel.
- Handle and oversee all travel arrangements (air, lodgings etc.) and operations.
- Develop & Maintain relationships with vendors.
- Leave Management – Manage employee timecards & leave trackers.
- Facility management: Receive and route facility management requests; supervise housekeeping activities.
- Payroll – Calculate and give inputs to finance manager on staff salaries, loans, overtime, travel allowances and other benefits.
- Maintain office facilities, report and initiate necessary repairs and maintenance; respond to emergencies in timely manner.
- Custodian of various documents such as disciplinary action documents as per group HR policies, monthly training reports & current employee status.
- Dealing with Third party certificates, license renewal, duplicate license and new license applications.
- Document basic insurance information in the patient's file for quick reference.
- Process and submit insurance claims; monitor and follow-up on outstanding claims.
- Provide the appointment coordinator with patient names and amounts due, so effective collection over the counter can take place during the day.
- Using digital systems to keep records and create payments.
- Preparing and posting journals; logging daily entries in accordance with accounting policy.

ACHIEVEMENTS

- Highest profit achiever - June 2021.
- Attended National Conference on Healthcare Excellence through Administration & Leadership HEAL2018 & HEAL2017 at Baby Memorial Hospital Kozhikode.
- 1 month project - study to evaluate recruitment and selection process of employees in Pushpagiri Medical College Hospital - Thiruvalla.



GET IN TOUCH

📍 Kottayam, Kerala

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🌐 [linkedin.com/in/nithin-thomas-08a493188](https://www.linkedin.com/in/nithin-thomas-08a493188)

EXPERTISE IN

ONBOARDING

BANK RECONCILIATIONS

TIME & ATTENDANCE MANAGEMENT

CONFLICT MANAGEMENT

COSTING & BUDGETING

PERFORMANCE EVALUATION

REPORTING & DOCUMENTATION

VENDOR MANAGEMENT

SAFETY & SECURITY

ADVANCED MS OFFICE

EDUCATION

2019 - MBA - Hospital Administration

Bharathiar University | India

2014 - BA - Economics

M G University | India.

CERTIFICATION

IATA Travel & Tourism Consultant - 2016

PERSONAL INFO

Nationality: Indian

DOB: 20 April 1994

Gender: Male

Civil Status: Single

Languages: English | Hindi
Malayalam

REFERENCES

Available on request.