

REMITHA S

#32 Krishna krua, Sri Balaji layout

Opp country club Yelahanka, Bagalur road

Sathnur village, Yelahanka North, Bangalore

9388062948; remithas.21@gmail.com

CAREER OBJECTIVE

To continue my career with an organization that will utilize my management, supervision and administrative skills to achieve optimum utilization of its resources and maximum profits, mutual growth and success.

EDUCATIONAL QUALIFICATION

- **MHA** : Amrita school of medicine, Kochi, Percentage 68% 2017 -2019
- **BSc. Zoology** : Sacred Heart College, Thevara, Percentage 81% 2014-2017
- **SSLC & PLUS TWO** :Kendriya Vidyalaya INS Dronachariya, Percentage 90% 2012-2014

EXPERIENCE

1. Operations Executive Trainee at Welcare Hospital (September 2021–January 2022)

Providing operational support to the Head of the department in an efficient and timely manner.

- Extract data on daily patient inflow and follow SOP to prepare reports.
- Preparing Health Packages based on cost analysis.
- Coordinating Induction Programmes for the new joiners.
- Audit departments for various operational performances.
- Devise SOP's, analyse data, and propose features and processes.

2. Admin Executive Trainee at Gautham Hospital (April 2021 – July2021)

Responsible for providing personalized secretarial and **administrative** support to the **executive** in a professional and timely manner.

- Providing reports to the higher authority on administration works on a daily basis.
- Assessing and reporting the work of various departments.
- Involved in vaccination drive
- Updating Corona Portal

3. Worked as Assistant Professor at Ahalia School of Management from (October 2019-October 2020)

Responsible for teaching and engaging students with relevant and practical topics on **Healthcare operations management** that provide them a comprehensive knowledge of the same.

- Assessing, recording and reporting student's work
- Organising interdepartmental programmes
- Highlighting concerns about student performance.

ACADEMIC PROJECTS

- **Efficiency and effectiveness of pharmacy services and setting Reorder point at Meitra hospital, Calicut**

Project was conducted from March to June 2019 at Meitra hospital, Calicut that aimed at studying the efficiency and effectiveness of pharmacy services and setting the Reorder point for the pharmacy services.

- **Inheritance of colour in guppies**

Project was conducted during the month of March at Sacred Heart College, which aimed at studying the inheritance of colours in guppy fries.

ACHIEVEMENTS & AWARDS

- Made health packages for Welcare Hospital.
- Increased the pass percentage of students for the year 2020 at Ahalia school of management.
- Made a new inventory system for a hospital that saved the company's time and money.
- Presented poster on 'designing E-dashboard- A flash to quality assurance' at National Conference on Interdisciplinary approach to Healthcare, Symbiosis- Pune.
- Worked part time as tutor while studying, managing to juggle two responsibilities seamlessly.

INTRESTED AREAS

Interested in areas of Administration, Operations, Supply Chain Management and Human Resource.

SKILLS

- Good Interpersonal and communications skills
- Ability to learn quickly and accurately
- Ability to influence and engage with team members to improve productivity.

-Good problem solving and decision-making skills to identify the problems in the organization and suggest the relevant actions to solve them.

PERSONAL DETAILS

Date of Birth: 21/07/1996

Father's Name: Saravanan M

Gender: Female

Marital Status: Married

Nationality: Indian

Religion: Hindu

Languages known: English, Malayalam, Hindi and Tamil

DECLARATON

I hereby declare that all the information given above are true, complete and correct to the best of my knowledge and belief.

Date: 24-05-2022

REMITHA S

Place: Bangalore