



SUJITH MOHAN K

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“Swapnakoodu” Kodumbu,
Kanjirakode, Kumeranellure,
Wadakkanchery, Thrissur Dist. - 680590

EXPERTISE:

- Customer Service
- Office Administration
- Public Relations
- Welfare Management

EXECUTIVE SUMMARY:

To contribute towards the growth and development of a dynamic organization where there is the opportunity to grow both professionally and personally besides, utilizing my knowledge and skills effectively & efficiently.

STRENGTHS:

- Leadership
- Collaboration
- Quick learner
- Time management
- Adaptability

EXTRA CURRICULAR:

- Music
- Sports

ACADEMIC CREDENTIALS:

- Bachelor of Arts : English Literature from Calicut University 2007
- Vocational Higher Secondary Course 2002-2004

PERSONAL REFERENCES:

- Date of Birth :11/06/1986
- Nationality :Indian
- Marital Status :Married
- Passport No :R5252318
- Visa Status :Employment

SKILLS:

- MS Office Advanced Proficient.
- Tally

LANGUAGES:

- English
- Hindi
- Malayalam
- Tamil

WORK EXPERIENCE:

Prime Healthcare LLC /Job Title: Patient Happiness Exe. (2021– TILL DATE)

- Co-ordination of appointments of all Doctors / medical procedures.
- To feed in the online registration on for the Patient's files to the Medical Records Room.
- Processing relevant approvals verbal / online from insurance companies
- To complete registration & billing procedures.

NMC Royal Healthcare LLC /Job Title: Patient Happiness Exe. (2017–2021)

- Co-ordination of appointments of all Doctors / medical procedures.
- To feed in the online registration on for the Patient's files to the Medical Records Room.
- Processing relevant approvals verbal / online from insurance companies
- To complete registration & billing procedures.

MULTIPLEX CONSTRUCTIONS LLC /Job Title: Welfare Administrator (2016 – 2017)

- Onsite & Offsite Worker Welfare – employment standards, Living conditions
- Follow up on worker grievances related to salary, overtime, insurance, accommodations
- Responsible for conducting monthly WWRCs
- Responsible for implementing Company policies and principles with respect to Worker Welfare
- Training/Inductions for workers and staff on Welfare Management System
- Responsible for conducting camp inspections and corporate office audit of Sub contractors

NMC SPECIALTY HOSPITAL LLC /Job Title: Customer Care Exe. (2014 – 2016)

- To handle all internal and external telephone calls.
- Co-ordination of appointments of all Doctors / medical procedures.
- To feed in the online registration for the Patient's files to the Medical Records Room.
- Processing relevant approvals verbal / online from insurance companies
- To complete registration & billing procedures.

EMKE SILKS & GARMENTS Pvt, Ltd. /Job Profile: Office Co-ordinator (2012-2014)

- Front office management
- Guest relations
- General office administration
- Interacting/coordinating with group managers

ELITE GROUP OF COMPANIES /Job Title: Administration Exe. (2010 – 2012)

- Staff recruitment
- Public relations - dealing with Government and private
- Sector departments related to day to day activities
- Media co-ordination – Publicity and Advertisements
- Event management
- Front office management

WESTFORT GROUP OF HOSPITALS/Job Title: Administration Exe. (2008 – 2010)

- Front office management
- Patient relation
- Co-ordination of events – Media / Medical camps