



MUHAMMED NASSEER V.P
Manager operations & facilities

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PERSONAL DETAILS

Date of birth : 10/08/1981
Gender : Male
Nationality : Indian
Religion : Islam
Marital Status : Married ((03 dependents)

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Arabic

SKILLS: Coordinate meeting with management, planning and decision making, Self- motivated with effective organizational /time management skills. Strong problems solving skills, Documentation and submissions. Connect social media for development, patient care skills and Communication skills

I would like to work with your esteemed hospital as a Manager or Assistant Manager of operations and facilities in healthcare functions.

I can give all efforts and potentials for the growth of the organization, as hard working, realistic, honest and team player.

EDUCATIONAL QUALIFICATIONS:

BA degree:St:George College Aruvithura, Erattupetta, Kottayam, Kerala, India.

Diploma In Nursing :Gangothri College of Nursing, Bangalore, Karnataka, India.

MBA (general business) :Pondicherry Central University and Business studies, Puthuchery, India

EXPERIENCES: 17 YEARS

1,Manager operations and facilities

Al Arif hospital,Ambalathara, Trivandrum(05th May 2022, still continuing)

- >Co ordinate day by day operations and reports to hospital administrator.
- > Managing health care facility's policies and procedures.
- >Provide patient support, resolve cases and counseling.
- >Maintaining staff shortages.
- > Arranging medical and clinical facility.
- > Ensuring best practices, follows and developments.
- >House keeping, Infection control and fire and safety.
- >Taking care Admin functions.
- >Budgeting.
- >Medical camping, clinical marketing and promotions.
- > Supervising and coordinating works for facilities and finding maintenance by reducing cost.
- > Proposal of quotations and negotiations of the works.

2. Hospital Manager.

Bavason's Archana Hospital,Vannappuram, Idukki Kerala(16 June 2021 to 28 Feb 2022.)

- ≥Role played take care of the healthcare functions of administration,operation,financial,clinical and non-clinical activities and documetns
- > Supported and managed day by day hospital operations and developments.
- > Meeting and reports submission to C level officer.
- > Coordinated all the departments.
- >Works with patients, physicians and medical team.

3. Assistant Health Care Manager. Procure Riaya Hospital, Al Khobar, Saudi Arabia.
(May 2011 to May 2021, 10 years)

- >Coordinating all the departments, oversee the byday operations and reports to authorities.
- >Arranged meeting and report submission
- >Evaluation of the updated price list of the operations and services for the business purpose.
- > Budgeting and steps to marketing and promotions.
- > Coordinated to insurance companies.
- > Reports and documentations.
- > Effective planning, communication, delegating, coordinating, staffing, organizing, problem solving, budgeting and decision making.
- > Personnel or talent development, budgeting and finance and steps to marketing and promotions.

4. TCS Insurance and TPA, Al Khobar, Saudi Arabia (2010 March to 2011 March)

- >Insurance approval officer
- >Rejection claims officer

5. Cumberland Insurance Company, Al Khobar, Saudi Arabia (2007 June to 2010 Feb)

- >Claim Processor
- >Insurance coordinator
- >Reimbursement officer

6. Al Shifa Multi Speciality and Referral Hospital (2006 July to 2007 June)
Perinthalmanna, Kerala, India

- >Staff nurse (Medical ICU)

7. Metro Heart and Cancer Care Hospital (2005 Sept to 2006 May) Preethvihar, Delhi, India

- >Staff Nurse (CCU)

Thank you for considering my application. I believe my qualifications, experience and skills would be valuable in this institution and I look forward to any opportunity to show you how I can be of assistance in your organization. I've given my resume and would be happy to provide any additional information you might need

Thanking you.

Ernakulam

Muhammed Nasseer V.P