



SONY THAMPI

Email ID:

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A confident and dependable personality who is highly competent in working amongst challenging scenarios and time constraints. Possess a strong service orientation and excellent communication skills. Ability to work both independently and as a team. Committed towards working diligently for complex health procedures and duties. Believe that work is worship and will always work with whole heart and effort for the institution and each new milestone the institute covers in the path of success is my job satisfaction

EDUCATION

Masters In Hospital Administration (MHA) – First class (62.8%) Kerala University of Health Sciences
Little Flower Institute of Medical Sciences Angamali, Kerala OCT 2014

Bachelor Of Science, (Biotechnology) – 58.62 % aggregate Mahatma Gandhi University
Indira Gandhi Institute of Arts & Sciences, Nellikuzhy, Kerala NOV 2011

Pre Degree (12th) - 66.3 % State Board
Anita Vidyalyaya, Kalady 2008

SSLC (10th) – 67.36 %. State Board
Asram Higher Scondary School, Perumbavoor 2006

Technical Proficiency

- One month training from Carmel Hospital, Aluva
- One month training from Sanjoe Hospital, Perumbavoor
- MS Office

PROFESSIONAL SYNOPSIS

MORETHAN 6 YEARS EXPERIENCE IN THE FIELD OF HOSPITAL ADMINISTRATION

JMP Medical Centre
Kerala
Hospital Administrator

Piravom,
January 2020 – till date

JMP Medical Centre
Kerala

Piravom,

Hospital Assistant Administrator

April 2016 - December 2019

Job Responsibilities & Accountabilities

*Comprehensive support to various departments and cross-departmental activities.
Adept in client services in consideration with hospital rules and regulations.*

- On-call support for meeting schedules, appointments, visitor support and others.
- Oversee the operational requirements and projects.
- Producing administrative duties such as coping, filling, typing, record keeping and others.
- Researching latest rules and regulations and keeping up-to-date with compliance procedures.
- Manage and coordinate other admin staff through information, experience, and recommendations.
- Liaise with other departments to ensure smooth running of medical equipment and taking due course of action for any troubleshoot issues. .
- Contributing to team effort through maintenance of ethical conduct.
- Exhibiting professional mannerism, polite communication channels, for expediting patient experience.
- Organizing facilities for doctors and patients and monitoring efficiency in the operation of the same.

MY PRO FORMA:

Name: Sony Thampi

Father's Name: Thampi K.K

Date of Birth: 13th Nov 1991

Gender: Female

Nationality: Indian

Address: Karimkuttickal (H) Pampakuda (PO) Memmury
Kerala

Marital Status: Married

Languages known: **English, Malayalam and Hindi**

PERSONAL TRAITS

- Organizational skills, Analytical skills.
- Communication and interpersonal skills.
- Knowledge of ethical and compliance hospital regulations
- Attention to detail and accuracy
- Problem-solving skills.
- Ability to manage diverse set of clients
- Ability to work independently and as a part of team, strongly believe that teamwork is the spirit of success and platform for sharing knowledge
- Self-motivation and enthusiasm.

I wish to represent myself in obvious terms by means of my Curriculum Vitae, which are above for your kind surveillance. I assure you that it would always be my endeavor by diligence and attention to deserve your confidence.

SONY THAMPI