



SARANYA K S

KOCHUMATTATHIL, MARUTHORVATTOM PO, CHERTHALA,
ALAPPUZHA, KERALA - 688539

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OBJECTIVE

Seeking for a responsible position in a leading Health care organization where my managerial skills will be beneficial to the organization & myself.

- Operations

SKILLS

- ❖ Strong Leadership qualities
- ❖ Good communication and interpersonal skills
- ❖ Confident in handling people.
- ❖ Ability to work as individual as well as in group
- ❖ Strategic thinking.

EXPERIENCE

- **ASSISTANT MANAGER: OPERATIONS – TRAVANCOREMEDICAL COLLEGE – KOLLAM 01-08 -2019 to Still Continuing.**
 - Managing core operations
 - Develop, implement, and review operational policies
 - Planning and implementation of new projects in accordance with budget allocation.
 - Project coordination and department commissioning
 - Assisting Sr.om in strategic decision making based on data analysis and interpretation
 - Conducting clinical audits
 - Assisted for implementing Patient Diet, CRS, Covid wing with 150 beds, OPD Decentralization, Ac ward, Medicine Home delivery etc.
 - Monitoring Patient care executives (IP), GRE's, All OPDs, Reception Team, Admission Desk, Telephone Exchange etc
- **OPERATION EXECUTIVE - RAJAGIRI HOSPITAL- KOCHI 17-04-2017 to 04-07-2019**

Taking care of Daily End- end Operational Processes in ICU, coordinating the interdepartmental activities, Departmental Auditing, OT Coordination, OPD Management, and Financial Counseling.

- **ADMINISTRATIVE TRAINEE - FORTIS HOSPITAL, NAGARBHAVI, BANGALORE - (During the course)**
Trained in Fortis Operation System, Medical record Auditing, Quality department.
- **Internship Training** at Sagar Hospital Jayanagar, Bangalore for two Months.

EDUCATION

MHA - PADMASHREE COLLEGE OF HOSPITAL ADMINISTRATION, RGUHS UNIVERSITY (2016)

BACHELORS IN ECONOMICS - ST. MICHAELS COLLEGE CHERTHALA, KERALA UNIVERSITY (2014)

LANGUAGE

- > Malayalam
- > English
- > Kannada

REFERENCE

Dr. Shiny George

Assistant Manager

Rajagiri Hospital, Kochi

Contact: 09645795909

shiney.george@rajagirihospital.com

Mr. Arun S

Senior Manager -

Operations

Travancore Medicity

Contact: 09618894095

om@tmc.ac.in

ADDITIONAL QUALIFICATION & ACHIEVEMENTS

- ✓ SIX SIGMA Green Belt holder in KPMG
- ✓ MS office (word, power point, Excel, SPSS (Basic)
- ✓ Diploma in Computerized Accounting (DCPA

ACADEMIC PROJECT WORK

- ✓ “A Study On Utilization Of M-Health Services In Diabetes Management and Its Role In Patient Satisfaction” at Diabetacare, Kormangala, Bangalore.
- ✓ “A Study of Waiting Time in the OPD Using Queuing Theory”, at KVM hospital, Alleppey, Kerala.
- ✓ “Time and Motion Study of Discharge process at Sagar Hospital, Jayanagar, Bangalore.

CONFERENCES ATTENDED

- > Academy on Hospital Administration “National Conference on Safe and Sustainable Hospital, SASH 2015, Mangalore.
- > 8th Annual Medico Legal Review, 2016, Bangalore.
- > Health Insurance Summit “Sustainable Healthcare Delivery Model, AMEN 2016, Bangalore.

DECLARATION

I hereby declare that all information provided here with are true to the best of my knowledge, information and belief.

Place:

Date:

SARANYA K S