

RAJEEV K. K
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CAREER OBJECTIVE

To obtain a challenging position in an organization where I can utilize my experience & potential as a significant contribution to the overall success of the organization and gain further experience for career advancement and professional growth.

WORK EXPERIENCE

Dr. Raheem's Maternity and Surgical Hospital, Kottakkal

Administrator

2022 May - Present

- Supervise daily administrative operations of the hospital.
- Prepare work schedules in coordination with department incharges.
- Patients feedback analysis, Patient grievances handling and implementing appropriate action.
- Responsible for the recruitment of doctors, nursing staff, paramedical staff etc.
- Conduct training sessions for employees and monitor their performance.
- Handling the grievances between staffs
- Responsible for taking frequent rounds to different areas like Reception, wards & floors, Lab, Casualty, Pharmacy etc.
- Ensure repairs & maintenance of equipments and their timely replacement.
- Supervise security guards, drivers and maintenance staff.

Valluvanad Hospital, Ottapalam

Public Relations Officer

2021 November - 2022 April

- To deal with bystanders - Assist bystanders regarding registration & billing - Explain about doctors involved in treatment to bystanders.
- Approximate expense of treatment to be explained to bystanders after discussing with the treating doctor and billing section.
- Arrangement of room/ ward/ ICU bed as advised by the doctor.
- To address concerns about covid testing and results.
- Coordinate with supervisor for arranging attenders for shifting patients.
- To deal with MLCs, Brought deaths etc. and explain the proceedings to relatives.
- To address any concerns of patients/their relatives whenever required

Ahalia International Foundation , Palakkad

Executive

2013 April – 2019 March

- Managing daily operations in coordination with Nursing, counselling, Optometry, Front office, Purchase etc.
- Conducting daily rounds in OPDs, IPDs, Wards, Rooms to ensure proper cleanliness & facilities and managing their complaints.
- Regularly checking attendance of staffs.
- Transportation, Accommodation & security management.
- Scheduling & Coordinating Meetings, Conferences & Events.
- Preparing regular reports, Expense statements.
- Responsible for creating & maintaining files, documents & contact lists.
- Assisting HR department in recruitment process.
- Supporting academic department in admission coordination.

EDUCATIONAL QUALIFICATION

Course	Board/University	Institution	Percentage	Year Of Passing
MBA (HR & Marketing)	Anna University	Nehru Group of Institutions, Coimbatore	6.43(CGPA)	2010-2012
BSc Computer Science	Calicut University	N S S College Ottappalam	56%	2006-2009
Plus Two	Board of Higher Secondary Education	G O H S S, Perumudiyoor	66%	2004-2006
S S L C	State Board Of Examinations, Kerala	K V R High School, Shornur	69%	2004

COMPUTER KNOWLEDGE

- MS OFFICE

ACADEMIC PROJECTS

- **“Quality of Work Life”** at KKR group of companies (NIRAPARA), Okkal, Ernakulam.
- **“Job Stress “**at Sevana Hospital and Research Centre, Palakkad, Kerala.

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL

PERSONAL DETAILS

- Father's Name : Gopalakrishnan K.K
- Date of Birth : 29-05-1989
- Gender : Male
- Marital Status : Single

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place:

Rajeev K.K

Date: