



## **Mrs. Priyanka Vipin**

**Email: priyanka.pk8@gmail.com**

**Mobile: 0 8592089993**

### **Career Objective**

Desire to become a successful Hospital Administrator by using my knowledge and skills and to show an extreme professionalism in my work.

### **Experience (May 2014 – present)**

Secretary - Working under Molecular Cyclotrons Pvt Ltd / Molecular Multispecialty Hospital Pvt Ltd, Puthuvyppe, Ernakulum.

### **Job Profile**

#### **1. Administration**

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Perform accounting tasks, including invoicing and budget tracking.
- Schedule meetings and travel arrangements for senior members of the company.
- Provide administrative support for operations team.
- Monitor the production staff.
- Provide general secretarial / administration support to senior managers & Directors
- Involvement in preparing tender document.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Responsible for purchase orders & work orders.
- Maintain all statutory registers and blueprint.
- Responsible for statutory approvals from Government bodies.

#### **2. Human Resource**

- Maintaining personnel records, managing HR documents (Eg: Employee records) updating internal database.
- Maintaining physical and digital personnel records like employment contract and PTO requests.
- Updating internal database with new hire information.
- Schedule job interviews and contact candidates as needed
- Gather payroll data like bank accounts and attendance.

## **Experience (March 2013 – March 2014)**

Worked under Malabar Hospital as Quality / Academy coordinator

### **Job Profile**

- Responsible for implementing ISO standards at Malabar Hospitals Calicut.
- Scrutinizing the practices of every department of the hospital and identify the areas for improvement.
- Recommending the best and suitable practices considering the cost effectiveness and ensure implementation of those practices.
- Formulating and guiding various committees and ensure efficient functioning of the committees.
- Establishing the policies and procedures, documenting them and ensuring implementation of those policies and procedures.
- Reviewing with each core members of the hospital on the identified gaps, brainstorming and ensuring implementation of the best and ideal practices in the hospital.
- Designing various forms and formats and implementing them.
- Conducting Internal Audit – based on ISO standard, National & International Standard and Organizational Policies & Procedures.
- Identifying the Licenses & Statutory requirements.
- Assisted to design **Standard Operating Procedure** for different departments and functions of the hospital.
- Helped preparing **Quality manuals, procedure manuals** to the hospital
- Academy class coordination.

## **Experience (Nov 2012 – Feb 2013)**

Worked under Gautham Hospital, Cochin as Assistant Administrator.

### **Job Profile**

- Day to day administration works.
- Pharmacy purchase order coordination
- Patient complaints handling
- Daily HR works
- Maintaining staff attendance register
- Medicine store in charge

## **Experience (May 2012 –October 2012)**

Worked under Parama Healthcare Pvt Ltd as Hospital Consultant

PROJECT NO 1:

- SRI RANGA HOSPITAL AND DIABETIC CENTRE, TRICHY
  1. Daily operations.
  2. IT implementation in Hospital
  3. Giving training for employees in software.
- KAVERY MEDICAL HOSPITAL, TRICHY
  1. Internal Auditing - Operations

## **Internship & Project**

- Internship training in PVS Hospital, Calicut
- Internship training in Baby Memorial Hospital Ltd. (NABH Accredited, ISO 9001:2008 & ISO 14001:2004 Certified), Calicut.
- Internship Program in Kovai Medical Centre Research & Hospital, Coimbatore.
- Project on “A study on effectiveness referral desk in multispecialty hospital with special reference to MIMS hospital Calicut.

## **Academic Record**

- MSC in Hospital Administration from Dr. NGP Arts and science College, Coimbatore in 2012 with 78.00%.
- Post-Graduation Diploma in Medical Record from Bharthiar University, Coimbatore with 70. %.
- Graduation in Microbiology from Sri Ramakrishna Arts Science College for women, Coimbatore in 2010 with **75%**
- Higher secondary From Madappally Higher Secondary School, Calicut, Kerala in 2007 with **83%**

## **Conferences & Certification**

- Certificate for participation in National Level Conference on “**Medical Records Management**”.
- Certificate for participation in National Level Conference on “**The Role of Informed Consent in Clinical decisions and Research in Hospitals**”
- Certificate for the participation in Medica Synergie’s Conference on “**Hospital Planning, Design, Architecture, Quality & Accreditation**”.
- Certificate for Successful Completion of the Internship Program for a period of 20 hours per semester at **Kovai Medical Centre and Hospital, Coimbatore**.
- Certificate for the Successful Completion of Internship training in **Baby Memorial Hospital, Calicut**.

- Certificate for the Successful Completion of Internship training in PVS Hospital, **Calicut**.
- Certificate for Successful Completion of Major Project from **Malabar Institute of Medical Science, Calicut**.

### **Computer Proficiency**

- Windows
- MS Office
- Internet
- Codex Software

### **Communication Skill**

- **English** (Reading/Writing/Speaking)
- **Hindi** (Reading/Writing/Speaking)
- **Malayalam** (Reading/Writing/Speaking)
- **Tamil** (Speaking)

### **Personnel Profile**

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Name of Father: Mr. Kutykrishnan Name of Spouse: Mr. Vipin Rajagopal

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### **Declaration**

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature will be liable to be cancelled.

**Place:**

**Date:**

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**Signature**

