



PRIYADHARSHINI SELVARAJ

ASSISTANT MANAGER - OPERATIONS

Multi-tasking healthcare administrator successfully manages multiple business affairs proactively. Diverse skills translate into administrative setting to create and maintain a high level of efficiency and productivity. Advanced understanding of patient needs coupled with meticulous attention to detail results in high levels of patient satisfaction.

CONTACT

PHONE: 9092365630

EMAIL: prithi023@gmail.com

HOME: Coimbatore, TN 641035

EXPERTISE

Team leadership

Strategic planning

Operational analysis & streamlining

Departmental liaison

Data Analysis

Revenue cycle management

Human resource management

Accreditation coordination

TECHNICAL SKILL

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Photoshop

LANGUAGE

Tamil (Native)

English (Professional)

WORK EXPERIENCE

Dr. Agarwals Eye Hospital, Coimbatore

Assistant Manager – Operations	2022 – Present
Senior Executive – Operations	2021 – 2022
Executive – Operations	2019 – 2021

- In charge of EBITA & PL
- Responsible for Branch level marketing & Business development.
- Planning & Forecasting (Operation numbers)
- Responsible for branch day to day operations and team handling.
- Responsible for periodical audits in the branch.

EDUCATION

Masters in Hospital Administration Dr. N.G.P Arts and science college	2017 – 2019
Diploma in Hospital Records Management Dr. N.G.P Arts and science college	2015 – 2016
Bachelors in Microbiology Dr. N.G.P Arts and Science College	2014 – 2017

ACHIEVEMENTS

- In 3 Years of Work tenure got promoted twice.
- Provided 111% GOLY on revenue from Business development team.
- Streamlined business outreach and built a concrete stability in footfall with a record of 40% OP contribution.
- Increased Total Revenue of the branch from 11 L to 30 L in a year.
- Increased EBITDA consistently (79% GOLY)
- Created a Separate Module for BD Data to track & Monitor.
- Organised successful CMEs for Opticals, DOA'S