




## VISHNU HARI

**Date of birth:** 16/08/1989

**Nationality:** Indian

**Gender:** Male

### CONTACT

 KUNNELPUTHENPURACKAL[H],  
KEEZHOOR P O  
686605 Kottayam, India  
**(Home)**

 [vishnuharichkd@gmail.com](mailto:vishnuharichkd@gmail.com)

 (+91) 7907055497

 <https://www.linkedin.com/in/vishnu-hari-6b9940bb>

### WORK EXPERIENCE

**14/11/2022 - CURRENT** Kochi, India

#### Operations Officer Lourdes Hospital

Managing overall Operational Function of the Hospital and international Operations, Relations, internal and external promotions.

**14/03/2022** Calicut , India

#### Assistant Manager Operations MEITRA HOSPITAL

**03/04/2016 - 31/08/2021** Muscat, Oman

#### Senior Executive Operations ASTER DM HEALTH CARE

MANAGING DAY TO DAY CLINICAL FLOW AND OPERATIONS OF THE HOSPITAL.  
ENSURING PATIENT CARE AND ADMINISTRATION WITH QUALITY OF SERVICE.  
MANAGE CLERICAL WORKS OF THE DEPARTMENT AND COMMUNICATE WITH ALL STAKEHOLDERS.  
LIAISES BETWEEN DIFFERENT SUPPORT SERVICES TO ENSURE PATIENT NEEDS ARE MET.  
COLLECT EXCUSE NOTES AND ENTERING EMR.  
INVENTORY MANAGEMENT  
MANAGE AND ENSURE FOLLOW TAT.  
SUPERVISING EXECUTIVES AND DOCTORS.  
SUPERVISING IP AND OP DEPARTMENTS.  
COORDINATING CUSTOMER CARE AND MEDICAL BILLING.  
COORDINATE WITH PATIENT RELATIONS DEPARTMENT.  
COORDINATING DOCTORS AND PATIENTS.  
MANAGING EMERGENCIES AT DAY AND NIGHT WITH DEPARTMENTAL PROCEDURES.  
COORDINATING PATIENTS WITH MEDICAL INSURANCE DEPARTMENT.  
HANDLING AND SUPERVISING ADMISSIONS AND RELATED PROCEDURES.  
MANAGING THE QUERIES AND COMPLAINTS OF PATIENTS.  
COORDINATING SURGERY PROCEDURES AND FORMALITIES WITH OT.

### EDUCATION AND TRAINING

**03/06/2012 - 30/11/2013** Kottayam, India

#### POST GRADUATE DIPLOMA IN JOURNALISM AND VISUAL COMMUNICATION SCHOOL OF JOURNALISM AND VISUAL COMMUNICATION, GOVT. OF KERALA.

**Address** KOTTAYAM, KERALA, Kottayam, India

**01/06/2007 - 23/05/2011** Kottayam, India

#### BACHELORS DEGREE IN ECONOMICS BASELIUS COLLEGE, KOTTAYAM

**Address** KOTTAYAM, KERALA, Kottayam, India

### LANGUAGE SKILLS

**MOTHER TONGUE(S):** MALAYALAM

**Other language(s):**

**English**

Listening	Reading	Spoken production	Spoken interaction	Writing
C1	C1	B2	C1	C1

**Tamil**

Listening	Reading	Spoken production	Spoken interaction	Writing
C2	A1	B2	C1	A1

## Arabic

**Listening**  
A1

**Reading**  
A1

**Spoken production**  
A1

**Spoken interaction**  
A1

**Writing**

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## Hindi

**Listening**  
B2

**Reading**  
B1

**Spoken production**  
B2

**Spoken interaction**  
B1

**Writing**  
C1

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## DIGITAL SKILLS

Outlook | Microsoft Excel | Microsoft Office | Microsoft Powerpoint | Social Media | Facebook | Google Docs | Google Drive | LinkedIn | Zoom | Power Point | Organizational and planning skills | Decision-making | Good listener and communicator | Written and Verbal skills | Team-work oriented | Motivated | Internet user | Reliability | Presenting | Creativity | Strategic Planning

## ADDITIONAL INFORMATION

### OBJECTIVE

#### CAREER OBJECTIVE

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To secure a stable position in a reputed institution which could enhance and enlighten the professional in me. As an individual who has a flair for communicating with various people, managing odd circumstances within the due limitation of provided time; it is an ambition to be a part of change and development.