MAHESH S

Contact

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Personal Profile

Father: Dr. Suresh R

Mother: Dr. Leelamani M P

DoB: 15-05-1989

Gender: Male

Nationality: Indian

Religion: Hindu

Caste: Nair

Marital Status: Married

Spouse Name: Vineetha R

Blood Group: B+ve

Summary

- ✓ Controller, IT & MIS, Vijaya Hospital, Kottarakara.
- ✓ Assistant Administrative Officer, PK Das Institute ofMedical Sciences, Ottapalam.
- ✓ Appointed as Quality Champion (Department of IT), NABH Inspection Team, PK Das Institute of Medical Sciences
- ✓ Organizing and developing training programs for staff.
- ✓ Ensuring the effectiveness of emergency healthcare service.
- ✓ Coordinating the daily activities in order to run organizationsmoothly.

Duties & Responsibilities

IT SIDE:	OPERATIONS SIDE:
• Updating and Checking/ Monitoring our own mobileapp, PKDIMS contact+	• Arranging doctors and nurses in peripheral centres
• Vendor communication and product negotiation in primary level.	• Checking and monitoring pharmacy sale
• EMR training to both doctorsand House surgeons	• Inventory usage checking
• HIS software updation / training to staff	• Arrange Medical camps in rural areas
• HRMS software updation / monitoring if necessary	• Social media page controlling and monitoring(FB, Instagram, Linkedin, Indeed etc)
• Documentation of IT assets	
• Development of academy / hospital softwares (on requirement)	
• Creative & Innovative design	

Skill Highlights

- • Relationship management
- • Communication and listeningskills
- • Leadership

Experience

❖ **Controller, IT & MIS** – 05/Dec/2023 to till date
Vijaya Hospital, Kottarakara

- Coordinating the daily activities of IT and Operations department.
- Managing and supervising the departments like MRD (File flow), OP department patient's statistics, patient's feedbacks etc.
- Work with senior developer to manage large, complex design projects for in house software
- Managing and monitoring IT department daily works

❖ **Assistant Administrative Officer** – 17/Feb/2020 to till date
PK Das Institute of Medical Sciences, Ottapalam

- Coordinating the daily activities in order to run organization smoothly.
- Managing and supervising the medical workforce, patients, the managerial staff and members of director board.
- Work with senior developer to manage large, complex design projects for in house software
- Managing and monitoring IT department daily works

❖ **Head, Research & Development** – 1/Dec/2019 to 15/Feb/2020
PentaCircle Informatics Pvt. Ltd, Trivandrum

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Work with senior developer to manage large, complex design projects for corporate clients.

❖ **Assistant Administrative Officer** – 17/Aug/2018 to 19/Sep/2019
Mount Zion Medical College, Adoor

- Coordinating the daily activities in order to run organization smoothly.
- Managing and supervising the IP, OP EMR section, pharmacy sale, patients registration module.
- Hardware support and troubleshooting

❖ **Assistant Professor** – 15/May/2015 to 19/Sep/2019
Mount Zion Institute of Science & Technology, Chengannur

- An Assistant Professor with a concentration in Computer Science field with 6 years of teaching experience.
- ED Club Coordinator
- NSS Coordinating Committee member
- KTU Exam Cell Coordinator

❖ **Lecturer** – 3/Aug/2014 to 14/May/2015
SERT College of IT & Management Studies, Chengannur

❖ **Lecturer** – 8/Aug/2011 to 11/Sep/2012
IIIT, Pathanamthitta

❖ **Software Engineer** – 3/Mar/2011 to 31/July/2011
Laxmiinfotek, Cochin

Academic Records

❖ **MBA**

Hospital Management

- University : University of Madras
- College : St. Paul Institute of Management and Studies, Pathanamthitta
- CGPA / % : 5.6

❖ **M.E**

Computer Science & Engg.

- University : Anna University, Chennai
- College : SCAD College of Engg. &Technology,
- CGPA / % : 7.2

❖ **B.Tech**

Computer Science & Engg.

- University : M.G University, Kottayam
- College : Mount Zion Engg. College, Pathanamthitta
- CGPA / % : 59

Industrial Exposure

❖ **MBA**

Internship

- Six months summer Internship at Mount Zion Medical College, Adoor. (Administration Department) - MBA

Publications & Presentations

➢ Participated in the One day FDP Programme on ' Methodologies for Teaching Modern Learners' Organized by Mount Zion Institute Of Management, Kozhuvalloor on Dec 2017

➢ Participated in the One day Workshop on ' C Programming' Organized by Department of CSE, Mount Zion Institute Of Science & Tech, Kozhuvalloor onFeb 2017

➢ Participated and presented a paper in 'International Conference on Technologies and Research Development- ICCTRD'14 organized in SCAD College of Engineering and Technology in Feb 2014

➢ Presented a paper in 'International Conference on Recent Innovations in Science, Engineering and Technology- ICRISET'14` organized by Immanuel Arasar College of Engineering in April 2014

Additional Certifications

- ❖ **Diploma in Java Technology (DJVT) from NIIT.**
- ❖ **ASP.Net Certificate from NIIT.**
- ❖ **Gold Auditor Certificate from Sonal Gold Institute,Palakkad**

Linguistic Abilities

	SPEAKING	WRITING	READING
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi		✓	✓
Tamil	✓		✓

Declaration

If I am fortunate enough to associate myself with your esteemed organization
to pursue a meaningful career, I will prove my worth merit and capabilities to
your fullest satisfaction.

Place:

Date: Mahesh S