



OSHIN MATHEW

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full time position that offers professional challenges utilising interpersonal skills, excellent time management and problem solving skills. Organized health care administrator with outstanding record of communicating with members of staff to provide administrative needs and requirements. Conducted meetings with staff program management and quality improvement.

CONTACT

✉ oshyosho27@gmail.com

☎ 9778558244

📍 Idukki, Kerala, India 685604

SKILLS | EXTRAS

- Project & operation Management
- Human resource management
- Problem solving
- Time management
- Creative thinking
- Adaptability
- Decision making
- Organizing
- Leadership
- Public speaking
- Team building
- Strategic planning
- Health care administration
- Health care management
- Patient safety
- Quality management
- Research

LANGUAGE

Malayalam
English
Tamil
Kannada
Syriac
latin
German

WORK EXPERIENCE

PATIENT RELATION EXECUTIVE

A.J.Hospital & Research centre Mangalore, 2022

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance. Switchboard management. Attendance at the front desk. Quality improvement strategic planning and patient transportation management patient satisfaction. weekly department meeting training records maintaining. Research, audit, passionate about learning and committed to continual improvement.

EDUCATION

Bachelor's of Hospital Administration and health care management

A.J.Institute of hospital management Mangalore 2019-2023

Completed professional development in hospital administration and department posting, hospital visit, conference.

Professional practical development completed as a patient relation executive in aj hospital and research centre Mangalore.

Successfully completed research work in "A MOTION STUDY ON REUSE OF DIALYZER AND ITS IMPACT ON QUALITY OF CARE IN TERTIARY CARE HOSPITAL".

Antochian liturgy and Syriac language

St.Emphrem Ecumenical Research
Institute Kottayam 2017-2019

Government higher secondary school pathinaramkandam

Higher secondary education (12th Biology science,
March 2015-2017

Professional development completed in additional skill aquisition program (ASAP).

Completed British English Language Test.

member of nature and health club.

High school education (10th), March 2015