



MEGHA

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DOB 12/01/1997

Objective

I am looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

Education

Calicut University

BA English language and literature
2016-19 —

IACET (Ibis academy)

post graduate diploma in hospital administration
2019-20 —

Experience

Gimcare hospital kannur

10/06/2020 - 10/01/2021

Executive to operations department

I was joined as trainee in guest relations department and after period of one month I got posting in the department of operations(radiology services).

- Correspondingly maintained CEO's calender, •scheduling meetings
- Assisted in doctors recruitment
- Guests relations weekly training.
- Assisted in NABH trainers group
- Worked as junior MOD
- Implemented well maintained appointment system to the radiology department

Aster medicity kochi

22/03/2021 - present

Associate in radiology services

Currently I'm working as coordinator to radiology services and intervention radiology

- Front desk management and billing
- Coordinating and assisting with preparation of quality dashboard of both interventional radiology and clinical imaging
- Assisting manager to attend meeting, preparing daily statistics and other monthly audits.
- Handling both inter-department and external enquiry calls
- Maintaining department inventory

Skills

- Service excellence skills, including Independent problem solving and efficient multi tasking.
- Quick decision making.
Good leadership and effective communication skill.

research

TELEMEDICINE

on the basis of trending telemedicine equipment and methods conducted research with advantages and disadvantages

Trainings

BLS training - attended one day BLS training under hospital experts

Medical camp- training attended for conducting medical camps under ahalia eye care

Declaration

I hereby declare that all the above information is correct to my belief. I am responsible for the authenticity of all the information.