

NITHIN THOMAS

Confident and dedicated management professional with around 3 years of experience in hospital administration and operations. Adept communicator and analytical thinker with proven ability to work with cross-functional teams in fast-paced environments-seeking position as HR/Admin Executive/Operations Executive in Healthcare industry.



GET IN TOUCH

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EXPERIENCE

WELCARE HOSPITAL, ERNAKULAM | KERALA | INDIA

OPERATIONS EXECUTIVE

January 2022 – present

- Preparation and implementation of standard operating procedures for every department.
- Assist in general administrative and operational tasks including supervising department functions.
- Ensure quality service is provided by all departments.
- Track and intimate the renewal of licenses to the Management.
- Review operational reports and statistical data on a continuous basis.
- Prepare statistical reports, narrative reports, or graphic presentations of information, using the hospital registry data for fixing up the Benchmarks.
- Assist in performing analytical study on hospital rates to ensure effective operations of the hospital services.
- Assist in implementation, daily evaluation and revision of different treatment packages.
- Follow up utilization study of all equipment, instruments, consumables etc.
- Assist in taking periodic audit of stock and control the usage of stock.
- Coordinate and plan the weekly and daily meetings.
- Assist in audit of bills every week and ensure proper billing is carried out.
- Collect the daily number of OP, IP, Surgery, Financial counselling.
- Monitor the IP discharge process and IP billing process



EXPERTISE IN

ONBOARDING

TIME & ATTENDANCE MANAGEMENT

CONFLICT MANAGEMENT

COSTING & BUDGETING

PERFORMANCE EVALUATION

REPORTING & DOCUMENTATION

VENDOR MANAGEMENT

SAFETY & SECURITY

ADVANCED MS OFFICE



EDUCATION

2019 - MBA - Hospital Management
Bharathiar University | India

2014 - BA - Economics
M G University | India.

CERTIFICATION

IATA Travel & Tourism Consultant
– 2016



PERSONAL INFO

Nationality: Indian

DOB: 20 April 1994

Gender: Male

Civil Status: Single

Languages: English | Malayalam

AHALIA FOUNDATION - HOSPITAL | KERALA | INDIA

ADMINISTRATION EXECUTIVE

September 2019 – October 2021

- Assisted HR in Hiring & onboarding.
- HRMS - Maintain personnel files as per ISO standards. Maintained master data & updated staff's personal information in company HRMS.
- Assisted in developing strategic policies and programs for corporate travel.
- Coordinated with vendors for inventory management.
- Managed employee timecards & leave trackers.
- Supervised housekeeping activities.
- Payroll – Calculated and gave inputs to Finance Manager on staff salaries, loans, overtime, travel allowances and other benefits.
- Maintained office facilities, reported and initiated necessary repairs and maintenance; responded to emergencies in timely manner.
- Served as custodian of various documents such as disciplinary action documents as per group HR policies, monthly training reports & current employee status.
- Dealt with Third party certificates, license renewal, duplicate license and new license applications.
- Documented basic insurance information in the patient's file for quick reference.
- Processed and submitted insurance claims; monitored and followed-up on outstanding claims.
- Provided the appointment coordinator with patient names and amounts due, so effective collection over the counter can take place during the day.
- Used digital systems to keep records and create payments.

ACHIEVEMENTS

- Highest profit achiever in Ahalia Foundation - June 2021.
- Attended National Conference on Healthcare Excellence through Administration & Leadership HEAL2018 & HEAL2017 at Baby Memorial Hospital Kozhikode.
- 1 month project - study to evaluate recruitment and selection process of employees in Pushpagiri Medical College Hospital - Thiruvalla.