



# 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

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☎ 9778558244

📍 Idukki, Kerala, India 685604

### SKILLS

- 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  
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

#### Diploma in Effective human resource administration 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".

#### Diploma in Syriac language

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

Member of health and nature club.

Completed IT championship contest with A grade.