



## SUDEVINA. P

### CONTACT

📍 Perumpully House  
Pathaikkara Post  
Perinthalmanna  
Malappuram

☎ 9746895870

✉ sudevinap@gmail.com

👤 25/10/2000

### OBJECTIVE

To secure a challenging position in a reputed hospital to expand my knowledge and skills, in order to increase, productivity of organization and individual growth.

### SKILLS

- MS-Excel MS power-point MS Word
- Strong analytical, problem solving, ability.
- Written and communication skills
- Ability to deal with people diplomatically
- Administrative skill
- Effective Time management

### LANGUAGE

- ✓ English, Malayalam and basic Hindi

### EDUCATION

|   |         |
|---|---------|
| PTMHSS THAZHEKKODE<br>SSLC  | 2015    |
| PTMHSS THAZHEKKODE<br>PLUS TWO  | 2017    |
| ISS ARTS AND SCIENCE COLLEGE perinthalmanna<br>BACHELOR OF BUSINESS ADMINISTRATION        | 2018-21 |
| Six Sigma institute Of Management Cherpullasseri<br>PG DIOLOMA IN HOSPITAL ADMINISTRATION | 2022-23 |

### EXPERIENCE

|  |                         |
|--|-------------------------|
| DAYA GENERAL HOSPITAL TRISSUR<br>completed my Training in the department of Guest Relation<br>Executive, Ward Secretary, Medical Record Department and<br>Front Office | 4/1/2023 -<br>19/4/2023 |
| FRONT OFFICE   |                         |
| > Registration Process   |                         |
| > Admission Process  |                         |
| > ABHA Registration  |                         |

|   |  |
|---|--|
| GUEST RELATION EXECUTIVE(GRE)                         |  |
| > Friendly services to patient                        |  |
| > Provide care for geriatric patient                  |  |
| > Provide correct information about hospital services |  |
| > Take admission process                              |  |

|                                  |  |
|----------------------------------|--|
| MEDICAL RECORD DEPARTMENT (MRD)  |  |
| > Assembling files               |  |
| > Checklist                      |  |
| > Medical recording sorting      |  |
| > Medical recording verification |  |

|                                       |  |
|---------------------------------------|--|
| WARD SECRETARY ( IP )                 |  |
| > Responsibilities of taking feedback |  |
| > Handling Discharge Procedures       |  |
| > Problem Solving                     |  |
| > decision making                     |  |