



# Sudevina. p

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## 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.

## Education

### PTMHSS Thazhekkode

2015

SSLC -

### PTMHSS Thazhekkode

2017

Plus Two -

### ISS Arts&Science College Perinthalmanna

2018-21

Bachelor Of Business Administration -

### Six Sigma Institute Of Management

2022-23

PG Diploma In Hospital Administration -

## 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

## Experience

### DAYA GENERAL HOSPITAL TRISSUR

4/1/2023 - 19/4/2023

Completed my Training in the department of Guest Relation Executive, Ward Secretary, Medical Record Department and Front Office

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

## Language

English, Malayalam and Basic Hindi