



# ARJUN DAS S

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## OBJECTIVE

To obtain a creative and challenging position in an organisation that gives me an opportunity for self improvement and leadership, while contributing to the symbolic growth of the organisation with my technical, innovative and logical skills.

## EXPERIENCE

07/10/2021  
- Present

- **Senior Executive – Operations - IPD**  
Apollo Adlux Hospital, Kochi

- Coordinating patient care plans by liaising with all necessary care providers and medical professions to ensure patient needs are met.
- Mastermind ways to improve the quality of patient care provided by the facility.
- Works to create efficient systems and workflows within the hospital.
- Attend departmental meetings and stay up to date on all business initiatives related to the hospital.
- Collect and input patient data, insurance information and financial information into computer system.
- Manage the hospital budget and ensure that the facility is well-equipped to provide top of the line service while remaining mindful of the bottom line.
- Meet with patients and patient families to ensure their needs are being met and resolve any issues or complaints that arise.
- Responsible for safety and comfort of patients, and the health and safety of employees assigned to the concerned departments.
- Collaborates with ancillary support services to provide a safe, clean and secure environment for patients, staff and visitors.
- Evaluates and sets standards for facilities and equipment, and monitors utilization of equipment and supplies.
- Promotes open communication within the unit, service, and with other units and services. Plan and conducts unit staff meetings for each shift.
- Provides assistance in the orientation to and practice of emergency procedures, fire Drills, evacuation procedures and internal/external disaster plans and procedures.
- Check & submit the census of the department.
- Provides process-related input for patient care services to the seniors. And works with the medical staff to coordinate medical and nursing management of patient care.
- Participates in quality assessment and improvement, including utilization and promotion of familiarization with quality improvement standards and programs.
- Facilitates and monitors activities related to patient care and sets standards for accurate reporting and recording of patient symptoms, reactions and progress.
- Organizes patient care and ensures continuity of care based upon knowledge of patient needs.
- Evaluates patients care through assessments, planning, intervention, reevaluation, written documentation, observation and comparison to establish standards.
- Assumes the role of patient advocates respecting guideline found in patient rights.
- Serves as a clinical resource person and assists concerned departments personnel in assessing patient/family status to plan patient's care.
- Communicates with patient and health professionals regarding care to the patient.
- Provides mechanisms to assure patient and significant others participation in care planning.

- Provides for professional growth and development of concerned departments staff and establishes climate conducive to meeting educational needs and efforts of the unit.
- Coordinates with doctors & bystanders to arrange MDT & family meetings on time.
- Provides direction for the teaching of patients and their relatives.
- Assumes responsibility for own personal continuing education and developmental needs. Attends meeting & workshops and conventions to enrich personal knowledge, growth and skill in providing clinical care for patients.
- Serves as a resource to others.
- Fosters good public relations for concerned departments and the Hospital.
- Maintains a professional appearance and acts as role models to the staff.

1/11/2019  
-  
30/09/2021

- **Admin Manager / Lifestyle Consultant**  
SIMSRC, Hyderabad

- Recruit, hire and evaluate assistant administrators, nurses and doctors.
- Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other staff.
- Train new employees.
- Supervise daily administrative operations.
- Monitor expenses and suggest cost-effective alternatives.
- Create quarterly and annual budgets.
- Develop and implement effective policies for all operational procedures.
- Prepare work schedules.
- Maintain organized medical and employee records.
- Monitor administrative staff's performance.
- Communicating with management as well as a board of directors.
- Ensure prompt ordering and stocking of medical and office supplies.
- Answer queries from doctors, nurses and healthcare staff.
- Providing guidance on topics such as nutrition, exercise, and stress management.
- Creating specialized plans for clients who are trying to achieve specific health goals such as weight loss or smoking cessation.
- Consulting with individuals or groups on their general well-being, including lifestyle and nutritional choices.
- Helping individuals develop a plan to reach their goals such as losing weight or quitting smoking by creating an exercise regimen and meal plan.
- Providing counseling services to individuals who are having problems such as marital conflict or substance abuse.
- Helping individuals make behavioral changes by providing support and encouragement during times of transition.
- Utilizing knowledge of psychology and human behavior to help individuals make changes in their lives.
- Counseling individuals and families on issues such as stress management, child behavior problems, and marital conflict.
- Providing health and wellness advice and education to individuals.

## EDUCATION

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|------|---|
| 2015 | <ul style="list-style-type: none"> <li>• <b>M.B.A - Dual Specialised in Hospital Administration &amp; Human Resource Management</b><br/>A.S.B.M<br/>82.25%</li> </ul> |
| 2019 | <ul style="list-style-type: none"> <li>• <b>Doctor Of Medicine (MD-EH)</b><br/>SIMSRC<br/>88%</li> </ul>  |
| 2016 | <ul style="list-style-type: none"> <li>• <b>Bachelor Of Electro Homeopathy Medicine &amp; Surgery (BEMS)</b><br/>SIMSRC<br/>92%</li> </ul>                            |
| 2009 | <ul style="list-style-type: none"> <li>• <b>12th</b><br/>Campion School (CBSE)<br/>65%</li> </ul>   |
| 2007 | <ul style="list-style-type: none"> <li>• <b>10th</b><br/>Rajagiri Public School (CBSE)<br/>76%</li> </ul>   |

## OTHER QUALIFICATIONS / CERTIFICATIONS

- **JIIER**  
Diploma in Ayurveda Medical Science
- **Royale Institution**  
Counseling & Psychology  
Child Psychology
- **Alison Institute**  
Diploma in Human Nutrition
- **SIDDHI Training Academy**  
Diploma in Hypnotherapy
- **Kerala Speech Foundation Academy of Acupuncture**  
Diploma in Acupuncture

## PERSONAL STRENGTHS

- Employee recruitment & selection.
- Strong problem solving ability.
- Good communication & presentation skills.
- Ability to deal with people diplomatically.
- Quicklearner.
- Easily get involve with new people.
- Proven and effective communication skills with patients, families and other medical professionals.
- Leadership abilities to lead and manage practice staff in providing patients with quality care.
- Highly organized, which allows me to keep appointments, records and patient details in order.

## TECHNICAL SKILLS

MS Office - Power Point, Excel, Word

100%

Project management

100%

Communication

100%

Leadership

100%

Problem solving

100%

Decision-making

100%

Strategic planning

100%

Customer Service

100%

Time management

100%

Interpersonal communication

100%

Data analysis

100%

Continual improvement process

100%

New product development

100%

Teamwork

100%

Adaptability

100%

Active listening

100%

Motivation

100%

Conflict management

100%

Empathy

100%

Patient assessment

100%

Patient education

100%

Physical examination

80%

Attention to detail

100%

Medical history

100%

Patience

100%

Observation

100%

## ACHIEVEMENTS & AWARDS

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- Best Critical Care Champion Award from Apollo Adlux Hospital.
- Best Covid - 19 Warrior Award from Apollo Adlux Hospital.
- Best Employee of the Month Award from Apollo Adlux Hospital.
- Service Excellence Award from Apollo Adlux Hospital.
- Best Employee Award from SIMRC.
- Best Student of the year Award from SIMRC for UG & PG Courses.
- Passed BEMS, MD (EH), DAMS (Ayurveda), M.B.A (HRM & HA), Diploma in Human Nutrition, Certificate in Counseling & Psychology & Child Psychology & Diploma in Acupuncture with Outstanding grade.
- Won 1st prize for Onam pookalam & Diwali Rangoli Competition at Apollo Adlux Hospital.
- Won prizes for inter-school & college song competitions.
- Won prizes for school & college athletic meet.
- Won prizes for water colouring & pencil drawing competitions at school.
- Participated in inter- school and college seminars.

## PROJECTS

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- **Study on patient satisfaction In & Out-patient services department in a multi-specialty hospital**
- **Study on HRM functions & Effectiveness**
- **Study on curing diabetes with EH**

## ACTIVITIES

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- Interacting with people
- Social service
- Listening to music
- Gardening
- Drawing
- Swimming

- Playing Outdoor & Indoor Games
- Travelling
- Watching movies
- Internet surfing regarding new medical informations

## PERSONAL DETAILS

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- Date of Birth : 20/03/1991
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Passport : U6418675
- Gender : Male
- Place : Aluva, Ernakulam, Kerala
- Father's Name : V D Sivadas
- Mother's Name : Vimaja Sivadas
- Aadhaar : 619206705878
- Language : • English • Malayalam • Kannada • Tamil • Hindi

## REFERENCE

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- **Dr. Ranjit Unnikrishnan - "Apollo Adlux Hospital, Kochi"**  
Senior Consultant, ICU Department  
+91 96450 87959
- **Dr. Shuja Khan - "SIMSRC"**  
Chairman  
+918139002090

## DECLARATION

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- I hereby declare that the above mentioned details are true to the best of my knowledge.

- Date :  
Place : Aluva, Ernakulam, Kerala

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