

VISHNU SURENDRAN

Hospital Operations
General Administration

Summary

To work in a challenging and professional environment to establish myself as a competitive professional in any venture through continuous assimilation of knowledge and accumulation of skills. Result focused, flexible and resilient in resolving issues

Work Experience

May 2022- Present	Operations Executive Sree Narayana Institute of Medical Sciences Worked as Operations Trainee
26/Jul/22 - 18/Jul/22	Project Trainee St Thomas Hospital Chethipuzha Assited PRO for 45 days
26/Jul/22 - 18/Jul/22	Project Trainee TMM Hospital Thiruvalla

Career Snapshot

Sree Narayana Institute of Medical Sciences

- Supervising day to day Operational activities
- *Address Operational issues and concerns in timely manner*
- Coordinate with Management in different Operational Issues
- Coordinate NABL Inspection Works
- Done works to procure affiliation of New Nursing College
- *Floor Management*
- IP Billing Coordination and Surgery Package Revising
- *Coordinate and facilitates Hospital Purchase*
- Develop and Maintain Operational Guidelines
- *Ensures Patient Satisfaction and resolving patient grievence*
- Involment in overall management, controls and planning
- *Administration works*

St Thomas Hospital

- *Assisted PRO for 45 days*
- *Done Vaccinaiom duties during covid 19 outbreak*
- *Coordinate Hospital transportation*

Technical Skills

- MS Word
- MS Excel
- MS Powerpoint



Contact

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Ettumanoor P.O Kottyam , Kerala

Education

Masters In Hospital Administration

School of Medical Education
Kerala University of Health Sciences

B.sc Botany

KE College Mannanam
M.G University Kottyam

Languages

- English
- Malayalam
- Tamil

Key Skills

- Planning & Coordination
- Quality Improvement
- Data Analysis
- Patient Rapport

Professional Strength

- *Interpersonal Skill*
- *Leadership*
- *Problem Solving*

Reference

- Mr Santhosh Kumar
Hospital Administrator , SNIMS
- Mr Christus K N
Asst. Hospital Administrator, SNIMS
- Mr Ranjith Kumar K
HOD, MHA, Aster MIMS Academy
Number Available upon Request