



# MUHAMMED SHARAF PV

## CONTACT

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Malappuram, Kerala

## COMPUTER PROFICIENCY

MS – Word



MS – Power Point



MS – Excel



Back-bone -HIS



Akhil System - HIS



## SKILLS

- Analytical and problem-solving abilities
- Interpersonal and communication skills
- Organisation and delegation
- Forward planning and strategic thinking
- Team-management skills.
- Problem solving and decision-making.
- Finance and accounting skills
- Commercial awareness
- Procurement management
- Mentoring

Having more than three years of experience in Hospital Administration. I will prove to be an asset to my employer. Seeking a challenging opportunity with an organization where I can utilize my experience, training and skills. Continuously add knowledge and skill while making a significant and developing career in Hospital Administration.

## EDUCATION

**Masters in Hospital Administration** 2019-2021

Yenepoya Medical College, Mangalore Yenepoya University, Mangalore

In partial fulfillment of my post-graduation, I have two years of experience in various departments in healthcare facilities.

**Bachelor of commerce –computer application** 2014-2017

AWH College of Science and Technology, Anakkara University of Calicut, Kerala.

## EXPERIENCE

**Operations Executive** 2021-2022

**Aster MIMS Kannur**

- Working as a coordinator in Gastroenterology, Pulmonology, Urology, Dental, Vaccination, video consultation, and Nephrology departments. Applied policies and processes to support organizational objectives
- Maintained and implemented efficient operating procedures. Developed policies and procedures for the operational processes to comply with standards.
- Schedule and Reschedule surgery appointments. Inform all planned admission patients of the arrival time, make sure of the availability and send the admission list to all concerned
- Coordinate insurance department to get the approvals and make sure that the approvals are taken for planned admission.
- Preparing health check-up packages pricing and supporting to increase the hospital revenue and managing cost and reviewing the budget
- Coordinates with the doctor to provide accurate information about the patient's concern. Prepares Medical Report of the patients and assist the doctors during ward rounds
- Assist the patients during the admission process and emphasize their smooth stay in the hospital. Managed to allocate an IP bed for the patient according to the priority
- Reporting regularly to upper management to stay up-to-date with organizational changes, issues and improvements and also Analyzing OP and IP data on a daily basis. Prepare monthly surgery reports and send them to the corporate office

## LANGUAGES

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ENGLISH



HINDI



ARABIC



## PERSONAL DETAILS

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Date of Birth: 10-12-1995

Marital status: un-married

Nationality: Indian

Sex: Male

## HOBBIES

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- Traveling.
- Reading
- Swimming.
- Playing and watching football.
- Playing cricket.
- Photography.

- Resolve potential issues with patients. Managing all aspects of a patient's experience, both concerning their treatment and their overall stay
- Receiving incoming calls and messages and addressing or triaged phone requests, and Communicating with patients to determine their needs and identify a path toward treatment and progress
- Co-ordination with the PR department to arrange business cards and stamps for the doctors
- Being part of NABH 5th edition implementation and audit

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## INTERNSHIP

**Edappal Hospital, Edappal:** 350 bedded multi-specialty hospital

Assisted operation in charge with the support of maintaining the following:

- Registers and records
- Inventory and documentation
- Maintenance of the equipment and procurement

Also supported and learned all the operating procedures and protocols in the health care facility

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## CERTIFICATION

### • Vaccination officer

During the covid-19 pandemic situation, assisted and coordinated the first mass vaccination for healthcare workers in Yenepoya university

- Attended **Cardio Pulmonary Resuscitation Training program** at Advanced Clinical Training and Simulation Centre (ACTS YEN), Yenepoya Medical College Hospital, Mangalore
- Attended a workshop on “**Disaster Management and Emergency Preparedness**” at Father Muller Medical College
- Attended the workshop on “**Integrating Research and Education in Healthcare Professionals**” conducted by the scientific review board, Yenepoya Allied and Healthcare Professionals
- N.S.S (National Service Scheme)

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## RESEARCH EXPERIENCE

- Carried out a Main project titled “job satisfaction in Manglodayamaryavaidyashala”
- Carried out the main thesis titled “study on bystander policy in a tertiary care teaching hospital

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## DECLARATION

I declare that all the information stated in this curriculum vitae is accurate. Any Further clarifications regarding the above-stated data shall be provided if necessary.

Yours Truly.

**Mr. MUHAMMEDSHARAF PV**