



MAHESH H

CONTACT

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- Palakkad, Kerala, India

ACADEMIC CREDENTIALS

BBA COMPUTER APPLICATION

- Madurai Kamaraj University, India

CLASS XII

- Board of Higher Secondary Examination, Kerala, India

CLASS X

- Board of Public Examination, Kerala, India

TECHNICAL SKILLS

Operating Systems

- Windows
- LINUX

Application Software

- MS-Office (Word, Excel, Power Point)

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT**-Management skills to direct others and review others performance.

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Team Work
- Work Ethic
- Communication
- Leadership
- Organization skills
- Time Management
- Interpersonal ability
- Detail Oriented
- Punctual
- Quick Learner
- Hardworking
- Analytic Skills

EMPLOYMENT CHRONICLE

PUBLIC RELATIONS OFFICER | Dec 2015 - Present

LAKSHMI HOSPITAL, ERNAKULAM

Department Handled:

- Operations
- Medical Reimbursement
- Quality Management

Key Responsibilities:

- D Educate the service, care and treatments to patients
- Co- ordinate and follow up between patient and doctor in scheduling appointments.
- Co- ordinate the treatment plan, diagnostic check-ups.
- Maintaining and updating patient details and follow up with them.
- Complaints redressal, feedback for improvement.
- Ensure all appointments in time, preoperative and postoperative follow ups.
- Create and analyse the data to determine if any changes in the process
- Fulfil documentation and reporting requirements for the quality Management Program.
- Conduct surveys to solicit feedback.
- Perform statistical analysis and data analysis.
- Assist with quality control audits.
- Investigate, monitor, document and report on quality of care and service issues.
- To check all incoming e-mails, draft replies of email and send the same to the concern person.
- Co-coordinating works with other offices
- Making payment of various bills like telephone bills, electricity bills etc. on time.
- Receiving and forwarding mail to the concern department.
- To create new vendor account and Co-ordinating with vendors
- Prepared MIS for different agendas
- Stationery & Filing Management
- Maintain office records, filing system and retention procedures.
- Coordinate employee recreation activities, key events, celebrations, etc.

LANGUAGES KNOWN

- English (R, W, S)
- Hindi (R, W, S)
- Malayalam (R, W, S)

REFERENCE

- Available upon request

PERSONAL DOSSIER

Gender : Male
Date of Birth : 20-05-1993
Nationality : Indian
Marital Status : Single

PASSPORT DETAILS

Passport No : R6350012
Date of issue : 20-11-2017
Date of Expiry : 19-11-2027

DRIVING LICENSE DETAILS

License No : 49/655/2013
Date of issue : 12-02-2013
Date of Expiry : 11-02-2033

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place :

Date :

MAHESH H