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## EDUCATION

### MBA- Hospital Administration And Human Resources

Mangalore University : 2019-2021

AJ Institute of Management

Mangalore

### BSc Physics

Mahatma Gandhi University : 2014-2017

St. Berchman's College

## SKILLS

Strategic Planning  
Budget management  
Data analysis  
Fire Fighting  
Team work  
Communication  
Critical Thinking  
Leadership

Organizational Ability  
Adaptability  
Problem Solving  
Decision Making  
Procurement Management  
Equipment Management  
Employee Engagement  
Employee Relations

## HOBBIES

Volunteer Work  
Travel  
Team Sports

## REFERENCE

### Dr. Justin John

Assistant Professor  
Dept. of Physics  
St. Berchaman's College

### Mr. Deepak Rao

Assistant Professor  
Dept. of Business Administration  
AJ institute of management

# CIRIN K C

## MBA – Hospital Administration And Human Resources

### OBJECTIVE

To secure a responsible career opportunity that will facilitate in advancing my learning, knowledge and skills and bring a holistic development as a professional individual while making a significant contribution to the growth of the organization.

### WORKING EXPERIENCE

#### Fortis Hospital Bannerghatta, Bangalore

Patient Care Service/Executive (PCS)

01-01-2022 to 07-07-2023

#### Roles & Responsibility

- Ensure complete and accurate patient registration, which includes recording a patient's insurance.
- Apply knowledge of funding resources, services and clinical standards to everyday tasks.
- Develop care plans with care team to ensure patients' safety.
- Schedule, Coordinate appointments, Answer patients' queries and Ensure quality customer service.
- Collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies.
- Ensure that electronic medical records software contained current information
- Negotiate fee schedules with insurance providers in coordination with management teams
- Work with department heads to identify areas for improvement and develop strategies to help in becoming effective team.

### PROJECT (BSc & MBA)

- Project on Photoluminescence of Tungsten Trioxide (WO<sub>3</sub>) - 2017
- A study on patient satisfaction and reducing waiting time in Out-Patient Department - 2021

### CERTIFICATIONS

- DFFA – Diploma in foreign Financial Accounting
- NCC (National Cadet Corps) 'A', 'B', 'C'

### POSITIONS & RESPONSIBILITY

- Petty Officer Cadet (POC) in NCC Navy Wing
- Core Coordinator of UNIPHY'17 (Science Fest conducted in 2017)
- Student Council Secretary (2021 - 2022)

