




# Hanna John

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## OBJECTIVE

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To secure a challenging role in a professional environment, utilising my educational background, strong work ethics, and willingness to take new responsibilities to contribute to the growth of the organization.

## EXPERIENCE

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01/09/2022  
- On  
going

- **Admin executive**  
Ahalia Diabetes hospital, Palakkad  
Responsible for organizing and overseeing the health service and daily activities of the hospital and addressing staff complaints.  
Manages staffs and budgets, communicating between departments and ensure adequate patient care arrangement and other duties.  
Ensure the stock levels are adequate orders are made on time.  
Supporting to Accomplishing NAAC, KUHS, NCISM certification requirements.  
Maintaining Staff registers, forms, posters, Emergency codes as per NABH.  
Preparing daily collection report and annual revenue reports.  
Coordinate various department meeting and prepare meeting minutes.  
Maintaining hospital staff attendance registers, acquittance register, all other registers related with hospital and medical college accreditation.  
Settlement of daily petty purchases.  
Coordinate requisition and purchase of medicine from AMMU (Ahalia Medicine Manufacturing Unit).  
preparing payrolls of academic staffs and incentives for consultants.

## INTERNSHIP

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- At Govt General Hospital, Muvattupuzha, Ernakulam
- In Quality Department at Sunrise Hospital, Kakkanad, Ernakulam

## EDUCATION

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2020-  
2022

- **MBA IN HEALTHCARE MANAGEMENT**  
Calicut University

2017-  
2020

- **BACHELOR IN BUSINESS ADMINISTRATION**  
Calicut University

2017

- **Higher secondary**  
State

2015

- **10th**  
State

## PROFESSIONAL STRENGTH

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- Proficient in MS Office, Outlook, and internet applications
- Better communication skill
- Excellent customer/patient service skills.
- Better email designing

## LANGUAGES

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- English
- Tamil
- Malayalam

## SKILLS

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Cordinating daily activities



Team work



Problem solving



Decision making



## PERSONAL DETAILS

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- Date of Birth : 05/06/2000
- Marital Status : Single
- Gender : Female
- Mobile : 6235386709

## DECLARATION

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- I solemnly declare that the information stated above is true and correct to the best of my belief.