



MITHELESH MURALI

"Highly Accomplished Chief Administrative Officer Driving Operational Excellence"

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Highly accomplished and results-driven Chief Administrative Officer with a proven track record of spearheading operational excellence and driving organizational growth. Adept at overseeing diverse business functions, streamlining processes, and optimizing resources to enhance overall efficiency and productivity. Skilled in developing and implementing strategic initiatives, cultivating strong cross-functional partnerships, and fostering a positive work culture. Possessing exceptional leadership and communication abilities, I am committed to delivering exceptional performance and driving transformative change to achieve corporate objective.

EXPERIENCE

Muthoot Healthcare Pvt. Ltd, Kozhencherry,
Chief Administrative Officer

8 th June 2023 to till date

**Muthoot Medical Centre Pvt. Ltd,
Pathanamthitta**
Chief Administrative Officer

21st Jan 2023 to 7th June 2023

**Muthoot Medical Centre Pvt. Ltd,
Pathanamthitta**
Administrator

1st March 2016 to 19th January 2023.

**Muthoot Medical Centre Pvt. Ltd,
Pathanamthitta**
Administrative Officer

20th January 2014 to 29th February 2016.

Muthoot Healthcare Pvt. Ltd, Kozhencherry
Administrative Officer

1st July 2011 to 19th January 2014.

Muthoot Healthcare Pvt. Ltd, Kozhencherry
Assistant Office Manager

1st January 2010 to 30th June 2011

Muthoot Healthcare Pvt. Ltd, Kozhencherry
Public Relations Officer

1st September 2008 to 31st December
2009

JOB RESPONSIBILITIES

- Strategic Planning: Responsible for developing and implementing strategic plans to ensure the hospital achieves its mission and objectives.
- Operations Management: Oversees the day-to-day operations of the hospital. This includes managing various departments and ensuring smooth functioning of all administrative functions including facilities management and supply chain.
- Budgeting and Financial Management: Work closely with the finance department to ensure proper allocation of resources and adherence to budgetary guidelines.
- Quality Assurance and Performance Improvement: The CAO plays a crucial role in fostering a culture of quality and continuous improvement within the hospital. Collaborate with clinical and administrative leaders to establish quality measures, monitor performance indicators, and implement improvement initiatives.
- Stakeholder Management: Liaison between the hospital and various stakeholders, including the board of directors, medical staff, community organizations, and government agencies.
- Risk Management: Works closely with risk management teams to identify and mitigate potential risks, develop contingency plans, and ensure compliance with risk management protocols.
- Strategic Partnerships and Business Development: Identifies and develops strategic partnerships and business opportunities

that align with the hospital's goals in collaboration with the executive team.

- Leadership and Team Management: Provides leadership and guidance to the hospital's administrative staff, fostering a positive and inclusive work environment. Develop talented individuals, promote teamwork, and empower employees to achieve their full potential.
- Community Engagement: Promote community outreach programs, promote health education, and maintain a positive image of the hospital within the community.

EDUCATION

Muthoot College of Allied Health Sciences & Management Studies, Kozhencherry (Affiliated to Sikkim Manipal University)

MBA in Health Care Services (Hospital Administration)

Manipal University, Mangalore

BSc. in Health Information & Administration

SKILLS

- Healthcare administration and leadership
- Strategic planning and implementation
- Financial management and budgeting
- Operational efficiency and process improvement
- Regulatory compliance and accreditation
- Team leadership and staff development
- Stakeholder relationship management
- Quality improvement and patient safety
- Strong communication and interpersonal skills

PROFESSIONAL REFERENCE

1. Dr. Jery John George
Medical Superintendent
Muthoot Medical Centre (P) Ltd, Pathanamthitta
Mob: +91 9446462888
2. Mr. Rajesh Kumar PM
General Manger-Finance Muthoot Healthcare Private Limited Kozhencherry.
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