

ANURAJ

Administrative Officer

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PROFESSIONAL PROFILE

Hospital Administrator with proven track record overseeing medical services, facilities, and personnel. Self-motivated and highly organized with a proven ability to develop and implement strategies that improve patient satisfaction and reduce operating costs.

WORK EXPERIENCE

Hospital Administrator

Believers Church Medical Centre, Konni

September 2018 – Present.

Public Relations Manager

Believers Church Medical Centre, Konni

June 2015 – September 2018

Public Relation Officer

Jupiter Hospital, Pathanapuram

2011 - 2015

EDUCATIONAL OVERVIEW

Masters in Business Administration (MBA) – 2017

Mahatma Gandhi University, Meghalaya

Bachelor in Business Administration (BBA) – 2015

Mahatma Gandhi University, Meghalaya

Post BSC Nursing – 2012

South West University

General Nursing and Midwifery (GNM) – 2010

Karnataka State Diploma in Nursing Examination Board

Higher Secondary Education – 2006

Govt. Boys HSS, Pathanamthitta

Secondary School Leaving Certificate – 2004

PSVPM HSS Konni, Pathanamthitta

AREAS OF EXPERTISE

- ✓ General Human Resource Administration.
- ✓ Talent Acquisition.
- ✓ Employee Engagement and Relations.
- ✓ Training and Development.
- ✓ Client Acquisition & Management.
- ✓ Database Management.

HIGHLIGHTS

- ✓ Meeting Management.
- ✓ Leadership Skills.
- ✓ Problem Solving.
- ✓ Multi-Tasking.
- ✓ Creative & Honest.
- ✓ Team Spirit.
- ✓ Accelerating Challenges.

PERSONAL DETAILS

Father's Name : Rajan Kutty P.S.
Date of Birth : 13 August 1987.
Gender : Male.
Marital Status : Married.
Address : Anakallumkal Puthen Veedu
Mangaram, Konni
Languages Known : Malayalam, English, Tamil
Nationality : Indian.
Hobbies : Hearing Music, Driving,
Traveling.

REFERENCE

Reference are available upon request.