



# Anju Pradeep

HOSPITAL ADMINISTRATOR

## Personal Details

Kayamkulam  
9633205700  
anjup5072@gmail.com

## Skills

Python

SPSS

Problem solving

Tally ERP 9

Self Motivation

## Language

English Hindi Malayalam

## Hospital Administrator

Highly motivated individual as a hospital administrator, possess strong interpersonal skills ability to handle training programs and manage staff teams has the capacity to adjust in a fast changing environment , ability to handle conflict with different groups.

## Job Description During Internship

### Hospital Administrator, Sun Rise Hospital

KEY ROLES DEALLED:

**MRD (Medical Record depmnt):** Creation, storage and maintenance of patient's medical record and reporting data to Hospital Executives.

**Ip ( inpatient coordinator):** Responsible for developing care plans, coordinating patient care services, and ensuring patients receive the necessary medical treatment.

**Guest relations:** Review arrival lists to welcome guests. Help prepare welcome folders with collateral (e.g. room service menus, area descriptions) Provide information about amenities, area and venues and promote services.

**Gynac op:** Serves patients by helping them questions and paperwork and scheduling of appointments and reviews.

## Education

### Diploma In Hospital Aministration, Athena Erudition

8/2023 - 11/2023

### Master Of Arts, Bishopmoore College

7/2020 - 9/2022

### Bachelor Of Arts, Bishopmoore College

6/2016 - 7/2019

### Higher Secondary, Sree Narayana Central School

4/2015 - 5/2016

### Secondary, Sree Narayana Central School

6/2013 - 6/2014

## **Internship**

**Hospital Administrator, Sun Rise Hospital, Kakkanad Ernakulam**

*7/2023 - 8/2023*