

SWETHA S

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OBJECTIVE

"As a seasoned management executive with a proven track record of driving **operational excellence and strategic leadership**, I am poised to leverage **my extensive experience in Hospital domain** to spearhead transformative initiatives within an innovative organization. I aim to leverage my skills in **recruitment, employee relations, and talent development** to foster a positive work culture and contribute to the strategic goals of the organization. Seeking a challenging role where my expertise in optimizing processes, fostering high-performing teams, and implementing strategic solutions will contribute to achieving organizational objectives and sustained growth."

SKILLS

- **Soft skills : Administrative Support**, Team building, Adaptable, Interpersonal Communication, Project Management, Attention to Detail, **Patience, Leadership**, Quick listener, Creative thinking..
- **Technical skills : Financial Analysis**, Business Intelligence, **Marketing**, Data Visualization, Along with soft skills like collaboration and public speaking..
- **Tools : Pivot table, Excel**, HLOOKUP, VLOOKUP, Advance Excel, **Slicer**, Microsoft Word...

WORK EXPERIENCE

INTERNSHIP – 45 DAYS

2023

Job Title: Management Executive

Hospital Name: Smita Memorial Hospital and Research center

Location: Thodupuzha, Kerala

- **Recruiting, training, and supervising staff members**, ensuring compliance with regulations, and fostering a positive work environment.
- Implementing quality assurance programs, conducting audits, and initiating improvements to enhance patient safety and satisfaction.
- Collaborating with the hospital board or senior management **to develop long-term strategies, setting goals**, and aligning operational objectives with the hospital's mission.
- Overseeing patient satisfaction initiatives, **handling complaints**, and ensuring high-quality service delivery.
- Implementing and managing healthcare technologies and systems to improve efficiency and patient care, such as **electronic health records (EHR)** or telemedicine solutions.

INTERNSHIP – 15 DAYS

2022

Job Title: Management Executive

Hospital Name: Atlas Hospital

Location: Chathiram, Trichy

- Assisting in **data collection, analysis**, and generating reports to aid decision-making processes in hospital management.
- Engaging in patient relations activities, **supporting patient inquiries**, and ensuring a positive patient experience by facilitating smooth processes
- Assisting in administrative tasks such as **managing schedules, coordinating meetings**, handling paperwork, and maintaining records within different hospital departments.

CERTIFICATION

- Certification of Diploma course in Data Entry Operator (DEO) placed A++Grade.
- .Certification of Medical Coding Course By AMRA institute.

EDUCATION

2018 – 2021

SHRIMATHI INDIRA GANDHI COLLEGE, TRICHY

BBA – Bachelor Of Business Administration

Percentage – 82%

2021 – 2023

SHRIMATHI INDIRA GANDHI COLLEGE, TRICHY

MSC (HA) – Hospital Administration

Percentage – 80%

ACHIEVEMENTS

- Attended Webinar about **‘Digital Marketing’**.
- Participation in the **“Motivation Cum Personality Development Programme”**.
- Merit Certificate of **“Media Quiz 2020”**.
- Received Award for **outstanding leadership**, innovation, or contributions in my college.

PERSONAL DETAILS

- NAME : Swetha S
- FATHER’S NAME : Senthil
- DATE OF BIRTH : 19-10-2000
- GENDER : Female
- LANGUAGES : Tamil, English
- NATIONALITY : Indian
- MARITAL STATUS : Single