



# ADITHYA ANIL

P V HOUSE, THREE ROAD, AZHIKODE, KANNUR

adithyaanil800@gmail.com

7034636250

DOB 09-06-1998

in

[https://www.linkedin.com/in/adithya-](https://www.linkedin.com/in/adithya-anil-331261249)

[anil-331261249](https://www.linkedin.com/in/adithya-anil-331261249)

## Objective

Seeking a fulfilling position in an organisation that offers growth opportunities and allows me to utilise my experience and leadership skills.

## Experience

### Toshani

1-April-2023 - 1-July-2023

#### Admission Coordinator

- Assisting with client queries and admissions procedures.
- Managing the admissions and onboarding for the organization.
- Organizing and inputting information to databases.
- Handling phone calls and emails from prospective parents, students, patients, or clients.
- Planning and coordinating with the admissions team about events and other important dates.
- Answering application and enrollment inquiries from the public.
- Maintaining excellent front-of-desk relations with clients and customers.

### SREECHAND SPECIALITY HOSPITAL

01-Nov-2022 - 30 - March- 2023

#### Admission Coordinator

- Managed the whole admission procedures in Sreechand Hospital
- Maintains admission guidelines by writing, updating and recommending changes to admission criteria.
- Obtains applicant information by requesting and completed applications and medical informations
- Verifying and clarifying informations, interviewing patients and family members and explaining admission criteria
- Manages onboarding of staffs and patients
- Check patients into the system as they arrives

### Sreechand speciality hospital

13-Sept-2021 - 31-Octo-2022

#### Guest Relations Executive

- Floor management
- Patient Registration and billing
- Booking appointments through calls and walk-in
- Promoting health packages
- Problem solving and patient relation

## Education

### Kannur University

- BA Literature
- 2017-2020 —

### Azhikode Higher Secondary School

- Plus Two
- 2014-2016 —

### Kasturba Public School

- SSLC
- 2014 —

## Professional Skills

- Proficient in electronic record management
- Efficient typing and data capturing skills
- Proficient in Microsoft office
- Ability to multitask on a team and alone
- Ability to work in a fast-paced environment

## Soft Skill

- Hardworking
- Trustworthy
- Communication

- Collaborative
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## ***Projects***

### **1 WEEK**

#### **Awareness of blood donations- SreeChand Sara's Blood Bank Kannur, Kerala**

The awareness of blood donation camp was conducted over a period of 1 week starting from Jun 10 to June 16, 2021, at Sara's blood bank Kannur Kerala. Every year, world blood donor day is observed on June 14 to raise awareness about the need to donate blood regularly to increase the availability of safe blood and its products for patients in need.

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## ***Other Activities***

- Volunteering on medical camps
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- WHO Hand-wash Day: Participated as a volunteer in hand-wash day to make awareness among the people to understand the importance of global hand hygiene. The camp was done as a flash mob at payyambalam and global village.

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## ***Reference***

- **Sreechand - HR**

Seechand  
0497 2715550

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- **Nikhil - Senior operation executive**

Sreechand  
8547912696

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