

# SURYA A



## CAREER OBJECTIVES

To use my experience and abilities to supervise team functions. Seeks a position to deploy best practices in updating and defining procedures and increasing growth and productivity.



## CONTACTS

Address:

AYKATHIL HOUSE PANAMANNA SOUTH  
PALAKKAD  
KERALA

Mobile:

+91 9747025635

Email:

a.suryasuresh97@gmail.com



## EXPERIENCES

OFFICE ADMINISTRATIVE AND OPERATIONS ASSISTANT

VALLUVANAD HOSPITAL COMPLEX LIMITED

2021-2024  
STILL CONTINUING

DUTIES AND RESPONSIBILITIES

1. Operations and IT support for the implementation of new software.

Managed all hospital departments operations during and post implementation period.

2. Managing the departmental work flows for the smooth functioning .

3. Accounting related works like entering vouchers, receipts and payments

4. Assisted accounts manager for day closing of accounts.

5. Managing the outstanding payments.

6. Presenting suggestion to the top management and implementing their orders.

7. Incharge to the departments (reception ,discharge summary, discharge billing, typist, admission, enquiry, medical record department)

8. Handled vaccination camps and vaccination drive

9. Handled Reconciliation of accounts and insurance

GRAPHIC DESIGNER

GRACE ADS.

FREELANCER



## SKILLS

INVESTIGATIVE  
LOGICAL  
INNOVATIVE  
CREATIVE THINKER  
SMART WORKER  
RESULT DRIVEN



## EDUCATION

GRAPHIC DESIGNING

AVODHA INSTITUTE

2023

CMA USA (COURSE COMPLETED)

LOGIC SCHOOL OF MANAGEMENT

2020-2021

M.COM MARKETING

ANNAMALAI UNIVERSITY

2019-2021

BBA FINANCE

CALICUT UNIVERSITY

2016-2019