



REVATHY K DAS

CONTACT

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Kottayam
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OBJECTIVE

To work hard with full dedication for the achievement of organization, hence enhance my skill and knowledge.

SKILLS

- Leadership quality
- Team management
- Good Communication
- Decision Making and problem solving Skills
- Adaptable and Confident
- Quick learner
- computer knowledge

INTERESTS

- Hospital Operations
- Insurance
- Administration
- Guest Relations
- Quality Accreditation

LANGUAGE

- ✓ English
- ✓ Malayalam
- ✓ Hindi

EDUCATION

Baselious College, Kottayam
Bsc.Botany

2016-2019

School of Medical Education, Kottayam
Master of Hospital Administration

2022

EXPERIENCE

Ahalia Foundation Eye Hospital
in Administration Department

January 3rd 2022 -
presently working

- Setting and managing the daily schedules and calendars of company executives.
- Reviewing incoming documents.
- Negotiating with vendors.
- Training and/or supervising clerical workers.
- Preparing, organising and storing information in paper and digital form.
- Dealing with queries on the phone and by email
- Preparing work orders and agreements for various works took place in the hospital.
- Financial Counselling
- Cashless Insurance

PROJECTS

A study to access the knowledge and practice regarding Internal Disaster Management among staff nurses in Caritas Hospital, Thellakom, Kottayam

A study to access the awareness regarding Traige and Crash cart knowledge and practice among staff nurses at VPS Lakeshore Hospital, Ernakulam

REFERENCE

Renjithkumar K - Assistant professor

School of Medical Education, Gandhinagar
| 9496414734

Greeshma S - Assistant professor

School of Medical Education, Gandhinagar
| 9447779276

Sinoj jose - Zonal Manager

Ahalia Foundation Eye Hospital
| 9847228856