



OSHIN MATHEW



+919747442231



oshyosho27@gmail.com



vengaloor, Kerala, India

Personal Details

Date of Birth : 19/07/1999
Nationality : Indian
Marital Status : Unmarried
Passport No : V2827261
Fully Vaccinated

Skills

- Project & operation Management
- Human resource management
- MS Word
- MS Power Point
- MS Excel
- Adaptability
- Decision making
- Organizing
- Leadership
- Teaching
- Public speaking
- Team building
- Strategic planning Health care administration
- Health care management
- Patient safety
- Quality management
- Policy procedure developing
- Research

Certificates

Certificate programme
in Administrative Assistant Training
National Service Scheme
Lessons in Law-District Legal
Service Society

Conferences

- CAHO SAKCON 2022 national conference on "innovation and technology sustainability in health care".
- National level webinar 2020 organised by department of MBA and department of industrial engineering and management.

Language Known

Malayalam, English, Hindi,
Tamil, Kannada, Syriac, German

Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full time position that offers professional challenges utilising interpersonal skills, excellent time management and problem solving skills. Organized health care administrator with outstanding record of communicating with members of staff to provide administrative needs and requirements. Conducted meetings with staff program management and quality improvement.

Field Experiences

- Office Administrator - 2023 (SEPT-Still Continuous)
Rightway Tax Consultancy, Ramapuram , Kottayam,Kerala,India.
- Associate Administrative Executive - 2023 (FEB-MAR)
Hesse International Education Services , Kottayam,Kerala,India.
- Patient Relation Executive 2022 (OCT-DEC)
A.J Hospital and Research centre Manglore
(NABH accredited), Karnataka, India
- Exposed to 4 years of hospital posting
in clinical and non-clinical departments 2019- 2022
A.J Hospital and Research centre Manglore
(NABH accredited), Karnataka, India

Duties and Responsibilities

- Administrative oversight.
- Cordinating Office
- Activities. Regulatory
- compliance. Human
- resources.
- Policy implementation.
- Quality assurance.
- Collaborations.
- Patient advocacy.
- Event coordination
- Organising and scheduling
appointment,meetings etc
- Inventory control.
- Training and counseling.
- Records management.
- Meeting coordination.
- Daily,weekly,monthly reports.
- Marketing,Social media
handling
- Operations.
- Infection control.
- Maintain Office records and
filings
- NABH Assessment

PROJECT

- A MOTION STUDY ON REUSE OF DIALYZER IN THE DIALYSIS DEPARTMENT AND IT'S IMPACT ON QUALITY OF CARE IN TERTIARY CARE HOSPITAL

Educational Background

- Diploma in Medical Secretary 2024- pursuing
Alison Irish online education (accredited by CPD,UK)
- Diploma in Effective Human Resources Administration 2023
Alison Irish online education (accredited by CPD,UK)
- Bachelor's in Hospital Administration 2019-2023
A.J. Institute of Hospital Management , Manglore
Rajiv gandhi university of health sience, Bangalore
- Syriac language Course 2020
SEERI Kottayam, Kerala , India
- Higher Secondary Education- 12th Biology Science March 2017
Govt. HSS Pathinaramkandam, Idukki, Kerala, India
- High School Education (10th) - March 2015
Govt.HSS Pathinaramkandam,Idukki,Kerala, India