



Contact Me



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Dammam, Dahrn Street
11, Behind Marina
Mall, KSA

About Me

Gender

Male

Birth Date

26/04/1991

Marital Status

Married

Language

English, Hindi Malayalam, Tamil,

Other Info

Achievements

PG Diploma In Medical Records And ICD National Level Conference (Conducted National Level Conference on Biomedical waste Management)

SUJITH KUMAR K.P.



Career Objective

I am dedicated to pursuing a meaningful career in healthcare, striving to contribute towards the organization's goals and objectives while simultaneously enriching both myself and the organization.



Education

Kovai Medical Centre, Coimbatore. | 2014

| MHA

SVPK Arts&Science College, Palemad. | Calicut 2011

| B.A English

SVPK Arts&Science College, Palemad. | Calicut 2008

| H.S.C.



Experience

Al Taqwa Medical Complex, KSA | Quality

Manger From Feb 2023

Handling Administration and CBAHI Policies Implementations.

Jubail Medicare Complex, KSA | Administrator

From Feb 2022 to Feb 2023

Handling Day-to-day operations of the clinic.

Planning and organizing marketing strategies with Business development team.

Apollo Adlux Hospital, Karukutty | Senior Operations

Executive From May 2021 to Jan 2022

To provide efficient, effective patient flow, leadership and co-ordination of hospital services with particular emphasis on service delivery and risk management. To co-ordinate staffing resources to ensure workload allocation is sufficient to meet clinical service delivery. Coordination with day to day operational requirements related to patient care

Samaritan Heart Institute | Assistant Manager Operations & Quality

Oct 2016 to Apr 2021

Ensure that the patients/public do not face any problem in patient care area.

Always try to avoid any delay in patient care.

Handling of Insurance both cashless and reimbursement

Co-ordinate all marketing and Operational works.

Extend all possible assistance to doctors, nurses, paramedical staff, maintenance staff, reception staff and acts as a facilitator among various departments/staff to Head Administrator related to new administrative or departmental initiatives.

To assist the head administrator in other administrative and operational aspects as when required.

Coordinating Continuous quality improvement programme.

Alnoor Hospital, Vazhakkad, Calicut. | Assistant Administrator

May 2015 to Oct 2016

Coordinate all marketing and public relation work.

Handling of insurance both cashless and reimbursement.

Develop and implement new policies and procedures.

Coordinating internal and external camps.



Projects

A Study On Out-patient Satisfaction | Team Leader

3 Month

A detailed Study of Out patient satisfaction in PVS Hospital, Calicut, Kerala, India.



Declaration

I hereby affirm that the above-mentioned particulars are accurate and truthful to the best of my knowledge and belief. Should any of the information be found to be false or incorrect, my candidature will be subject to cancellation.

SUJITH KUMAR K.P.