

NISHA P L Hospital Administrator

Mob: 91- 81570,91813

lekshminisbs@gmail.com



OBJECTIVE

Seeking assignments in a reputed organization where my knowledge and skills can be used to achieve the goals of the organization which provide me with an opportunity for personal and professional growth.

MY KNOWLEDGE AND SKILLS

Highly experienced Hospital Administrator driven by a passion for delivering person-centred care and unparalleled service standards. Demonstrated success in team leadership, strategic direction, and achieving outstanding patient outcomes. Proficient in regulatory compliance and spearheading quality improvement initiatives. Effective communicator and leader. Postgraduate in International Relations. Healthcare Professional dedicated to delivering exceptional care and advancing organizational mission.

MY CAREER ETHICS

Patients recall us not just after their recovery, but also during their treatment, based solely on how we treat them.

PERSONAL DETAILS.

Sex Female

Marital Status Single

(Ready to relocate)

Language Proficiency: English, Hindi, Malayalam

Attribute: Regular, Diligent Passionate About *Safe and pleasant*

Permanent Address: Pazhukkarayil Eramalloor Cherthala, Alappuzha, Kerala, India

EDUCATIONAL QUALIFICATIONS

● M.A. In Political Science and International Relations from the School of International Relations and Politics, MG University Campus, Kottayam.

● B A In Political Science from the University of Kerala ● Certificate course in MS Office

● Certificate course in Medical Transcription

Declaration;

I at this moment declare that the information furnished above is true to the best of my knowledge and belief.

Place: Eramalloor

Nisha.

IMMEDIATE JOINER / READY TO RELOCATE

EXPERIENCE

VESAT MANAGEMENT AND CONSULTANTS PVT LTD (From 2022-2023) **Administrative Executive:** One of the leading International HR Consultant in the field of recruitment for the last 26 Years

Responsibilities: - • End to end of Recruitment. (Posting Jobs in various portals, filtering apt CVs, Conducting Interviews) • Invoice Sending and Collecting payments • Communication and Coordinating with corporate, day-to-day administration (Petty Cash, E-Mail, Calendar management)

KINDER WOMEN'S HOSPITAL AND FERTILITY CENTRE

PVT.LTD. (NABH Accredited) (2011 June to 2020 April)

Kinder Women's Hospital and Fertility Centre, Cherthala is an international Venture with expertise from Singapore and India. It is a comprehensive Women's care Hospital with a holistic fertility Centre.

Responsibilities: -

Medical Records, Documents Auditing

To monitor the Insurance Department and Inpatient Billing with an Achievement of Nil complaints from patients Hospital Policy Formation and Implementation with achievement of Approval from the Board).

Oversee acquisition processes, including sourcing, screening, and hiring qualified healthcare

Implement training programs to enhance employee skills and knowledge development

(Played a pivotal role as a founding member of a 9-person team in launching and managing hospital operations, while relieving with achievement of expanding its new business to three major cities.

LAKESHORE HOSPITAL AND RESEARCH CENTRE (NABH

Accredited)

Internationally reputed corporate hospital presenting advanced treatment packages to patients from and across the globe (2008 December -2011 June)

Public Relation Executive

Responsibilities: -

Enquire about the general well-being of patients and its follow-up.

Maintain up-to-date records, Guiding and Assisting Priority Services.

Assisting and Intimation of Foreign patient's visits to Govt. To immediately deal with complaints and grievances of patients.

ITI Financial Services Ltd. Cochin (March 2008-Nov 2008)

A leading share broking and security consultancy with branches all over India.

Relationship Manager.

ICICI BANK LTD. Cochin (2006 April-February 2008)

Customer care Executive.

Responsibilities: -

Minimizing the risk on investment of the HNI accounts through strategic investment planning

Commence Career as A TUTUOR in St. Mary's Educational Institutions (June 2004-2006)