



SUBINLAL.P.T

Secretary/Executive/Quality Manager

OBJECTIVE

My goal is to advance my career by leveraging my strengths, interpersonal skill, principles, and the power of teamwork. Through this, I am to not only benefit my self but also those who are connected to me . I strive to achieve excellence in service and make meaningful contributions to society. Ultimately, my aim is to establish a strong presence in the dynamic and ever-evolving world

CONTACT

PHONE:
9495607016,7293836950

EMAIL:
ptsubinlal@gmail.com
Subinlalpt91@hotmail.com

LINKEDIN:

[Linkedin.com/in/Subinlal-pt-0bbb59270](https://www.linkedin.com/in/Subinlal-pt-0bbb59270)

ACTIVITIES AND INTERESTS

Drawing
Music
Food
Traveling
Reading

LANGUAGES

English | Read, Write , Speak
Malayalam | Read, Write, Speak
Hindi | Read, Write, Speak
Tamil | Speak

WORK EXPERIENCE

Ward Secretary / Discharge Coordinator Meitra Hospital , Calicut , Kerala

04-May-2021- 23-Jun-2023

Administrative Support , provide good health care and support. Improve health care through training. Managing ICU / Ward clerical duties, patient non clinical supportive care - Billing , discharge , insurance coordination, record maintaining, supply management, doctors rounds attend its managements, Ensure quality and safety management . Proper patient / bystander communication and counseling .

Executive-Home loans HDFC bank ltd

2017-2018

Providing good support to customer , fast home loan sanction. Time management , documents collection and verification, follow-up And coordination with customers.

Quality In charge- Melting and Rolling mill Beepath casting pltd/ Vadhi steels pltd

28-sep-2011 – 13-feb-2017

Quality checking and assurance, ISI record maintaining, supervising , stock maintaining, Training and continuous improvement initiatives.

EDUCATION

MBA in Hospital Management | Pondicherry University

2021- till present

Waiting final results

Bsc Chemistry | Malabar Christian college – Calicut

2018-2011

KEY SKILLS AND CHARACTERISTICS

- Team work
- Critical thinking , Leadership
- Strategizing, Planning
- Arcus Air/ H.I.S
- Knowledge in E.R.P system
- MS office