

Saino Paul

Operations Executive

Studious Operations Executive offering three years of extensive experience in driving efficiency and delivering measurable results in the healthcare industry. Top-tier skills in business and operations management. Analytical problem solver and critical thinker with remarkable decision-making and multi-tasking abilities.



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Ernakulam, India

SKILLS

Customer service
Management

Problem Anticipation
and Resolution

Performance
Assessment

Team Leadership

Decision Making

Quality Assurance

Employee Motivation

Customer Relations

Communication

LANGUAGES

Malayalam
Native or Bilingual Proficiency

Tamil
Professional Working Proficiency

Hindi
Limited Working Proficiency

INTERESTS

Singing

Sports

Travelling

Social activities

WORK EXPERIENCE

Operations Executive Rajagiri Hospital ,Aluva

11/2017 - 06/2021

Aluva /India

National

- Built and strengthened relationships across functional leadership areas to keep revenue development and operational plans interconnected and effective.
- Applied excellent problem-solving, process development and strategic implementation skills to lead and support all areas of operations.
- Conducted office management and emergency preparedness orientation to provide special skills and test specific emergency plan components.
- Managed cross-functional collaboration to drive team.
- Established clear management goals and devised systems to track results for effective decision making.
- Supervise daily operations of clinical and Non clinical departments and communicate with the inpatient and outpatients regarding the service provided.
- Consulted and advised the chief operating officer regarding the operations of clinical and non clinical issues and find out proper solutions for the issues arised.

EDUCATION

MSC International Business Management Sheffield Hallam University

01/2022 - 10/2023

Sheffield ,United Kingdom

Masters of Business Administration Toc H Institute of Science and Technology

04/2015 - 03/2017

Kochi,Kerala,india

Bachelor of Commerce St Thomas Arts and Science College

04/2012 - 03/2015

Kochi ,Kerala,India

12th Grade St.Ephrem Seminary Public School

03/2011 - 03/2012

Kochi,Kerala

REFERENCE

Dr Nalanda Jayadev

Chief Operating Officer (Rajagiri Hospital) contact no:9961910222 email : coo@rajagirihospital.com

ACKNOWLEDGEMENT

I do hereby acknowledge that the above mentioned information are the true to the best of my knowledge.