

RAHUL GOPY

ADMINISTRATION
ASSOCIATE



PERSONAL DATA

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PROFILE

Deligent healthcare administration associate with enhancing operational efficiency and providing quality.with experience in medical administration, trained professional with ability to improve service quality through shedule management and routine operations analysis.

EDUCATION

PG DIPLOMA IN HEALTHCARE
MANAGEMENT AND
ADMINISTRATION

IIRDC - institution of
industrial research and
development
confederation- india

Majors

- Inventory control
- Quality management
- Patient management

2023

BACHELORS IN ENGLISH
LITERATURE

Mg University - India ,st Joseph's
College Moolamattom, Kerala
2018-2021

OBJECTIVE

Iam dedicated to getting an oppportunity where I can maximize my potential and significantly contribute to the organisation's growth

EXPERIENCE

6 MONTH INTERNSHIP@SUNRISE
HOSPITAL, KOCHI, KERALA

- Assistance and coperate with facility department
- Maintenance of patient record
- Support activities in general store of hospital
- Support activities in fire and safety department

EXPERTISE

- Hospital management software
/medical administration
- Communication
- Ms office
- Computer Literacy
- Attention to detail
- Teamwork