



## ARUSHI P.K

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### RESIDENTIAL ADDRESS:

P.O Kariyad, Peringathur Kannur,  
PIN: 673316, Kerala, India.

### LANGUAGES KNOWN:

- ✿ English
- ✿ Malayalam
- ✿ Tamil
- ✿ Hindi

### COMPUTER PROFICIENCY:

- ✿ MS Word
- ✿ MS Excel
- ✿ MS Power point
- ✿ MS Outlook

### PERSONAL DETAILS:

- ✿ DOB: 11-May-2001
- ✿ Gender: Female
- ✿ Nationality: Indian
- ✿ Marital Status: Single
- ✿ Passport No. N8035088

### OBJECTIVE:

An Organized Professional with the ability to communicate complex information in a simple manner. Looking to contribute my knowledge and skills in a school that offers genuine opportunity for career progression.

### BRIEF OVERVIEW:

- ✿ 1 year of experience as Hospital Administrator in Bahrain

### ACADEMIC RECORD:

#### UNIVERSITY DEGREE: -

#### **B.B.A. - Bachelor in Business Administration**

Institution : Brillanz Educational Institution, Bahrain

University : Suresh Gyan Vihar University

#### **Hospital Administration**

Institution : IEHRD Council

University : Jain University

#### SCHOOLING: -

**HSC** - 2020, Global Institute,  
Kingdom of Bahrain.

**SSLC** - 2018, Global Institute,  
Kingdom of Bahrain.

### PROFESSIONAL EXPERIENCE:

**Institute : Shifa Manama Medical Center**

**Designation : Administrator**

**Duration : Nov 2021 - Oct 2022**

#### *Nature of work:*

- Organize and coordinate services as per hospital board regulation
- Communicate medical results to patients under clinical supervision
- Assist billing and prepare daily reports
- Oversee the development and implement programs & policies
- Generate tickets and complete timely and accurate documentation of patient visits

### DECLARATION:

I hereby assure that the above information is true and I will prove to be worthy of your confidence and satisfaction.

Place: Kerala, India

Date:

Signature

[ Arushi P.K ]