



JEEVAN S

CONTACT

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Address:

Mukkuzhickal H Narakathani p.o
vennikulam, mallappally
Pathanamthitta
kerala,
689544

SOFT SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

TECH SKILLS

- Excel
- C++
- Machine Learning
- MS office
- Word
- powerpoint

PERSONAL DETAILS

- Date of birth - 04/07/2001
- Marital status - Single
- Sex - Male
- Religion - Christian
- Nationality - Indian

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

PROFILE

Dedicated Healthcare Administrator with experience coordinating hospital staff and departments to ensure the highest level of functionality and productivity. Adept in working with patient records, medical billing, and all aspects of healthcare administration in a fast-paced environment. Committed to utilizing my strengths and experience working in healthcare systems to support smooth administrative processes.

EDUCATION

NEXORA ACADEMY

Post graduate diploma in Hospital administration

2024

Co-specialisation in

- Duty manager (patient relation service)
- patient relation associate
- Health care quality assurance manager

AVODHA INSTITUTE

Hospital management

2023

Aman college of science and technology

Paippad

B.com C.A (computer application)

2022

G H S S Ezhumattoor

Plus two

2019

ST Behanans higher secondary school

vennikulam

SSLC

2017

WORK EXPERIENCE

- **B&B MEMORIAL HOSPITAL**
THRIKKAKARA, kochi Kerala
January 23 (2024) to July 23 (2024)

Public relation officer (P.R.O)

Patient care management mainly works with medical staff to develop and implement patient care policies and procedures, monitor patient satisfaction, and ensure efficient patient care

- **Central government postman service**
Narakathani, Pathanamthitta kerala
September 2023 to November 2023

Postman

Delivers mails along assigned routes