

Email: mythilisreeb@gmail.com

2008	Medical Transcription	: Escubes Technologies
2004	Computerised Accounting	: ACESS (Academy For Culture, Education, Science & Sports)
2003	Tallyin Certificate	: Small Industries Service Institute (SSI, Guindy)
2002	Diploma in Executive Secretaryship	: Small Industries Service Institute (SSI, Guindy)
2000	Junior typewriting Tamil	: Department of Technical Education
1997	Senior typewriting English	: Department of Technical Education
1997	PC Professional Course	: CSC (Computer Software College)
1995	Junior typewriting English	: Department of Technical Education
1994	Amrut Hindi Examination	: Dakshina Bharat Hindi Prachar Sabha, Madras

WORK EXPERIENCE

- **Organization** : (Sri Ramachandra Medical Center) ,Chennai, India
- **Designation** : **Office Assistant**
- **Experience** : from 2000 to 2003

- **Organization** : (Sri Ramachandra Medical Center) ,Chennai, India
- **Designation** : **Ward Secretary / Receptionist**
- **Experience** : from 2003 to 2006 (MRI, CT, X-ray & USG)

- **Organization** : (Sri Ramachandra Medical Center) ,Chennai, India
- **Designation** : **Personnel Secretary**
- **Experience** : from 2006 to 2012

- **Organization** : (Sri Ramachandra Medical Center) ,Chennai, India
- **Designation** : **Personnel Secretary & Administrator**
- **Experience** : from 2012 till date (Department of Interventional NeuroRadiology)

JOB DESCRIPTION

HOSPITAL MANAGEMENT

- Day-to-day operation of a hospital, clinic, managed care organization or public health agency
- To coordinate the actions of all departments and ensure they function
- Review financial reports, managed care contracts and major expenditures.
- Manage patient care and to serve as liaison between medical staff, department heads and governing boards.
- Encourage potential customers and maintaining good rapport with the Customers.

ACADEMIC:

- To participate and contribute to departmental quality initiatives.
- To perform any job / task as and when assigned by the superior.
- To ensure that all the employees are trained / oriented about the quality systems of the department
- To be aware of department's objectives and performance.
- To prepare the academic requirements and Posting schedule of the Para-medical staff AHS students
- To maintain the attendance registers of the Para-medical staff / AHS students
- To maintain the library books in the department

ACCOUNTANT:

- Ensure proper recording of all transactions
- Payroll Management.
- Monitoring Receivables and Payables.
- Monitoring cash flow and bank position for day to day requirements.
- Preparing receipts and payments forecast.
- Coordinating with banks for financing issues.
- Preparing management accounts.
- Assist in finalization of Company Annual Accounts.

EXTRA CURRICULAR INTEREST:

- **Yogasanam**
Assistant captain in Higher Secondary
- **Athletic**
Running 100 mts 1st prize from Higher Secondary
Running 50 mts 1st prize from Higher Secondary
Kho-Kho super senior 1st prize in Higher Secondary
Relay 1st prize in 8th & Higher Secondary
- **Award**
Competitive tests 1st place in English senior grade
Competitive tests 1st place in English senior grade
Junior gathering 1st place awarded by Rotary club of Madras East
Participate in Sri Aurobindo International Institute of Education Research – Aroville
Participate in Arasu Nalavazhvu Thittam – Government free Comprehensive Health Care Scheme
Awarded 10 years of continuous service in Sri Ramachandra Medical Centre

<i>Skills</i>

- Exceptionally good communication skills both verbally and written with the great organizational and management skills.
- Good Knowledge about Microsoft Office
- Excellent knowledge of Hospital management strategies.
- Good working experiences in JCIA Accreditation in Hospital side.
- Good working experiences in NABH Accreditation in Hospital side.
- Good working knowledge in NACC Accreditation in University.
- Very energetic, organized and have well public relationship knowledge.
- Great ability to deal with the clients queries, problems or complaints.
- Strong resolving power with the leadership and team player qualities.
- Organizing Treasure for RAIN (Ramachandra Advanced Interventional Neuro-radiology) Conference in 2008 to 2012, SRMC

PERSONAL DETAILS

Date of Birth : 11th June 1978

Age : 34 years

Husband's Name : D. Anand

Religion : Hindu

Marriage status : Married

Languages known : **English** (Speak, Write, Read)
Tamil (Speak, Write, Read)
Telugu (Speak)

Hobbies : Listening Music, etc.,

Declaration:

I hereby declare that the above information are true to the best of my knowledge and belief.

Date:

Place: Chennai

(MRS. B. MYTHILY)

References Available on Request.