**CURRICULUM VITAE**

**Career Objective:**

To work in a responsible and challenging position of a professional organization where I can utilize my professional skills, knowledge and my entire personality for the betterment of the organization and implement better ways and means to achieve the organizational goals and objectives.

**Educational Qualification:**

* M.B.A H.R Doing Second Year Through Madras University, Chennai,Tamilnadu,India.
* M.A Public Administration In correspondence through Madurai Kamaraj University, Maduari,Tamilnadu,India.
* **B.A English literature in Kundhavainachiyar Govt Arts @ Science College ,Thanjavur,Tamilnadu.India**
* Higher Secondary Education (1992-1994) Girls Christian Higher Secondary School,Thanjavur,Tamilnadu,India.
* Elementary Education (1990-1992) Srinivasa Higher secondary School, Melaiyur-poombukar, Tamilnadu.

**Course Attended:**

* Diploma in Computer application.

**Total Working Experience -10-15 Years**

**Employment History (National & International)**

**Position : Medical ward Clerk**

Hospital Bed : 160Bed

Department Worked : Nursing Department.

Period : June 09, 2012 to Till Date

**Position : secretary**

Employer : Total Quality Management

Department Worked : Admin

Period : January 2013 to Till Date

**Position : Web -Admin In charge**

 Department Worked : Admin

 Period : March 20, 2011-May 2012

**Position : ISO Co-coordinator & Cashier.** HR EXCUTIVE

Employer : R.K Industries

Department Worked : Admin

Period : January 2009 to May 2010.

 **Position : ISO Co-coordinator.**

Employer : Springs India

Department Worked : Admin

Period : January 2001 to May 2009

**Duties & Responsibility:**

**ISO Co-coordinator & Cashier R. K Industries in Chennai, Tamilnadu.India(from2009-2010)**

* Follow the rules and regulations of ISO.
* Handling the documentation in all department ISO policy.
* Updated all policies and make data entries.
* Handling the vouchers and petty cash.

**Duties & Responsibility:**

**Web-Admin in charge Kalayamalai Matrimony Private Ltd. Chennai, Tamilnadu India.(from2 2011 to 2012)**

* Updated the customer profiles in data entries in online.
* Check and verify the customer of bride and bridegroom’s details.
* Handling magazine proof copy and make check list.SS

**Duties & Responsibility:**

**Medical ward clerk and HR**  in **Nursing Department Bugshan Hospital, Jeddah, Saudi Arabia.(From June 7 th on wards till date)**

* Responsible for data entry of charges, of supplies, use of equipment, procedures, treatment and other services performed to patients in the main computer for updating bills and patient’s statement of accounts.
* Acts as a receptionist for her unit, takes and relays messages to patients and employees, utilizes phone and intercom systems, keeps Head Nurse & Charge Nurse informed of operational problems if any.
* Performs all clerical duties assigned to her; gathers and prepares charts files; records and other documents. Prepares the chart available for patient admission and collection (and segregation) of files and discharge.
* Notifies appropriate parties such as Admission/Discharge, pharmacy, Housekeeping and doctors and performs all other clerical tasks as a needed by the unit.
* Prepares and delivers medical reports to the patients promptly at the time of discharge and at times needed.
* Keeps constant and clear communication with the Admission and Discharge office for smooth completion of work.
* Establishes and maintains professional report and appearance with colleagues, superiors, patients and visitors.
* Participates actively in the Nursing Department activities.
* Rotates to other areas of the department apart from assigned unit when requested.
* Directs visitors and provides them with routine information.
* Promotes an environment of enhanced public relations.

**TQM Secretary Bugshan Hospital, Saudi Arabia.**

**Duties & Responsibility:**

* Types updated hospital policies, guidelines and protocols related to CBAHI Standards.
* Organizes and records all letters to and from TQM department.
* Organizes all files in the department.
* Sends all typed approved reports or if needed to be faxed.
* Sends and receives Electronic mails (E-mail) related to Quality Management.
* Prepares work schedule of TQM department.
* Types’ letters, reports, memorandums and records related to TQM.
* Types’ presentation for Quality Management Lectures of the hospital.
* Types meeting minutes of committee meetings related to Quality Management of the hospital.
* Prepares department list of requirement from stationery.

**Personal Details**

Date of Birth : 27, June 1977

Nationality : Indian

Languages Known : Tamil, English

Religion : Hindu.

Marital Status : Married.

**First Name of Application CV No:** **1672404**

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