

**Dr Areej**

**HOSPITAL ADMINISTRATOR**

Areej.367882@2freemail.com

**Career Profile:**

A highly skilled, talented and accomplished medical practitioner with diverse knowledge of providing health care administrating services in major health care centers. Seeking a position in hospital administration to utilize my skills and abilities in a renowned health care center. Looking forward to work with an organization that believes in growth through its professionals and which will help me to build my personal and professional self in the age of Communication and Technology, in turn will help me serve the organization better and take it to newer pinnacle. To the meet the challenges of hospital and health sector and serve the society through my skills and knowledge.

**Professional strengths:**

Hard working and dedicated hospital administration worker. Enormous patience with ability to adjust with new place and knowledge in:

* Administration/management of hospitals and health care providing institutions.
* Policy making and evaluation.
* Data collection and analysis.
* Administration and management of all hospital related tasks and activities.
* Reliable, ethical health care administrator with ability to stay calm and intervene during crisis.
* Good command over English, Urdu, Hindi, Kannada and Arabic language
* Ability to perform tasks as per the policies and procedures of the organization
* Possess good management and supervisory skills
* Familiar with statistical analysis and quality control
* Possess excellent communication skills
* Ability to hire and recruit administration staff
* Familiar with operating systems like Microsoft Word, Excel, PowerPoint and the Internet
* Ability to generate effective training programs
* Possess quick decision making and problem solving skills
* Ability to develop and maintain good relationship with staff

**Professional Experience:04 year**

* Worked as an Intern in various hospitals at Bijapur

**May’2011 to May’2012**

* Worked as a duty doctor and assistant administrator at Vijaya Nursing at Bijapur

**May’2012 to Oct’2012**

* Worked as Medical Officer in Medi assist (TPA) for 4 months Bengaluru-

**Dec’2014 to April’2015**

* Worked as Hospital Administrator in Devaji Hospital Bijapur -**June’2015** **to** **March’2017**

**Job Description**

* Assigned the tasks of coordinating, supervising and managing daily activities of the health care department
* Responsible for ensuring the availability of sufficient health care staff to carry out administrative tasks efficiently
* Handled the responsibilities of monitoring expenditures and preparing budgets
* Responsible for preparing manual documents by making use of computers
* Worked with senior staff of the hospital and suppliers for handling daily administrative tasks
* Responsible for handling and resolving issues within the department
* Assigned duties to the staff for health services of the center

**EDUCATION**

* **BAMS** –(Bachelors in Ayurvedic Medicine And Science) B.N.M Ayurvedic Medical
* Course in Clinical Research and Clinical Data Management (Physis Learning Academy)-

**2014**

* **MHA** –(Masters in hospital administration) from Padmashree College of hospitaladministration under Rajiv Gandhi University of health sciences Bengaluru, Karnataka-2016
* Lean Six Sigma Green Belt Certification Work Shop-2015

**Personal Skills**

* Leadership skills
* Time management
* Reliable and trustworthy
* Communication skills
* Multi tasking
* Creative thinking
* Customer service

***Had been part of various hospitals projects at Bangalore while doing masters in hospital administration:***

* Conducted a study on “*The need for a 100-bedded hospital at Kengeri Bengaluru”*
* Studied various *department wise set up* at Mallige hospital Bengaluru.
* Done a project on “*Infection control measures*” at mudhol hospital Bijapur
* Attended postings at various departments in NIMHANS Bengaluru.
* Rally on road safety awareness on National Road safety week in Bangalore
* Dissertation on study of cost benefit analysis of telemedicine in corporate hospital, Narayana Hrudalaya Bengaluru

**Conferences/seminars:**

* “*Patient safety*” at RGUHS Bengaluru Karnataka
* “*Health care challenges*” at IHMR Bengaluru Karnataka
* *“5th International patient safety congrees-2015”* Organized by Apollo hospitals TheLalit Ashok Bengaluru

I, hereby declare that whatever furnished above is true and correct to the best of my knowledge.

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| Place- Dubai | **Dr.Areej**  |
| Date - April’2017 | Signature |
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