



JINCY DEENA KORAH

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CAREER OBJECTIVE & CAREER HIGHLIGHT

To utilise my expertise knowledge in Hospital Administration, Front Desk, Accounts, Patient Management, Document control and my interpersonal skills to work with a team while working to achieve and exceed company goals and expectations.

Experienced Administrator with a Post Graduation in Hospital Administration (MHA) over 4+ years of experience. Excellent reputation for resolving problems, improving customer satisfaction, consistently saving costs while increasing profits and driving overall operational improvements.

PROFESSIONAL EXPERIENCE

Dr.SHYAMS AYURVEDA CENTRE, DHCC *(September 2020 to August 30th 2021: Administrator)*

- General administration and maintaining the Covid 19 protocols inside the clinic.
- To check and update the clinic cleaning procedures every day.
- Attendance management ,duty posting and duty assigning.
- Patient follow-ups, arranging therapy schedules in a timely manner and keeping patient records up to date.
- Handling Insurance department.
- Handling Front Desk.
- Collecting feedback from customers and solving their issues and concerns.
- Increase the sales and Achieve Target.
- Report presentation to MD in monthly meeting.
- Maintaining accounts & Handling cash at the till.

AL WATHBA TYRES AND WHEEL ALIGNMENT, DUBAI *(March 2018 to December 2019; Administration Officer)*

- General administration and Executive management.
- Cash flow management.
- Supplier, Customer and Bank reconciliation.
- Accounts and petty cash management.
- Handling cash at the till.
- Office administration.
- File system management.

- Following Up to customers.
- Following Up to debtors.
- Problem solving.
- Attendance management and Email management.
- Using Outlook, Tyresoft , Quick books, Excel, Word document and PowerPoint..

AHALIA INTERNATIONAL FOUNDATION *(3 years of experience in medical administration (Worked as an administrator in Ahalia Foundation eye hospital Palakkad and Changanachery, 2013 July to 2015 July & Worked as an executive officer in Al Jazeera Hospital Management Ahalia, Rolla, Sharjah U.A.E, 2016 Feb to 2017 Feb)*

- Developing, implementing and maintaining Internal Control System
- Keeps track of all the procedures in the Hospital in a timely manner so that the records are kept in an up to date manner and to take necessary corrections.
- Follows generally accepted principles and ethics in the industry and aids in the design of control systems.
- Executive administration.
- Maintaining and renewal of all statutory documents and licenses.
- Collecting feedback from customers.
- Duty posting and duty assigning.
- In behalf of operations manager, follow ups and arrange the list of pending various hospital equipments, optical and ophthalmology items etc.
- Submits periodical MIS reports to the superiors so that the financial position, is always known to them, based on which higher management decisions are made.
- Report presentation to HOD in monthly meeting.
- Maintaining accounts and cash properly.
- Handling cash at the till.

ACADEMIC QUALIFICATIONS

- **Master of Hospital Administration** - M.G University Kottayam
- **Bachelor of Food Microbiology** - M.G University Kottayam

PERSONAL DETAILS

Nationality	:	Indian
Languages Known	:	English ,Tamil & Malayalam
Visa Status	:	UAE Resident
Date of Birth	:	05.06.1988

DECLARATION

I hope the particulars in the attached resume are in line with the organisational requirements and I hereby declare that the information furnished above is true to the best of my knowledge.

Jincy Deena Korah
Place: Dubai