

SHRUTHI KISHOR SHETTY

MBA-Hospital Administration

CORE Subject – Human Resources Management

PROFILE

Experienced and dedicated Hospital Administrator with a proven track record in ensuring the smooth operation of healthcare facilities. Skilled in-patient care management, staff coordination, and resource optimization to enhance hospital efficiency and patient satisfaction. Adept at handling administrative tasks, resolving issues, and fostering a safe and clean healthcare environment.

EDUCATION

MBA - Hospital Administration | A J Institute of Management- Mangalore

BSc. GNM - Nitte Usha Institute of Nursing sciences - Mangalore

P.B.B.Sc. Nursing- Yenepoya Nursing College - Mangalore

HSC - Besant National Girls Pre-university college - Mangalore

SSC - Sri Ramakrishna Eng. Med. H S - Mangalore

WORK EXPERIENCE

Navkaar Hospitals – (Mumbai Maharashtra India)

- ❖ Nursing, Floor and Administration coordinator
Oct 2023 to Nov 2024

Horizon Hospitals - (Mumbai Maharashtra)

- ❖ Patient Welfare hospital (PWO)
March 2025 to Jan 2026

Key Responsibilities

1. Patient Documentation Management

Ensure timely and accurate maintenance of patient records through electronic documentation systems (E.g., Tabs).

2. Staff Attendance and Coordination

Regularly audit patient files to ensure compliance with healthcare regulations and standards.

3. Patient Feedback and Complaints

Monitor and manage staff attendance and scheduling to ensure adequate staffing for all departments.

4. Billing and Financial Oversight

Address and resolve staffing issues to maintain operational efficiency.



+971 0501453407

- shrushetty444@gmail.com

W/o, Kishor G Shetty

Current Location – Al Quasis, Dubai, UAE.

SKILLS

- ✓ Good team player
- ✓ Good Communication
- ✓ Confident
- ✓ Empathetic

LANGUAGES

- ✓ English
- ✓ Kannada
- ✓ Hindi
- ✓ Tulu

INTERESTS

- ✓ Dancing
- ✓ Sports

TECHNICAL SKILLS

- ✓ MS Office
- ✓ PowerPoint
- ✓ Excel

5. Staff Training and Development

Conduct regular training sessions for hospital staff to improve skills and knowledge.

Promote a culture of continuous learning and professional development.

6. Facility Management

Oversee the cleanliness and hygiene of the hospital to meet health and safety standards.

Manage hospital resources effectively, including equipment, medical supplies, and utilities.

7. Data Analysis and Reporting

Analyze hospital data to identify areas for improvement.

Prepare detailed reports for senior management to aid in strategic decision-making.

ACHIEVEMENT

Board of Director JJC Wing of A J Institute of Management.

TRAINING & CERTIFICATION

- Business Excel and analytics
- Human resource management-Great learning
- Internship- Business
- Intelligence Lab, Mangalore-1month
- Nitte Usha Institute of Nursing, Mangalore- 6months
- Certificate program on Middle-Level Health Provider (MLHP) in community Health Nursing.

PROJECT

- ❖ A study to assess the knowledge and perception regarding preparation and administration of chemotherapeutic drugs among staff nurses in selected hospital Mangalore.
- ❖ A Study on Oral health behavior, perception and knowledge for among mothers attending at A. B Shetty Dental Hospital Mangalore.

DECLARATION

I hereby declare that all the above-mentioned information is true to the best of my knowledge and belief.

Regards,

Shruthi Kishor Shetty