

JITHIN JOLLY

Hospital Coordinator



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jithinjolly92@gmail.com



Pala, Kottayam, Kerala, India



CAREER SUMMARY

Experienced and dependable healthcare professional with over 4 years of proven expertise in front office management and hospital coordination. Skilled in patient handling, appointment scheduling, and administrative support within busy healthcare settings. Currently serving as a Hospital Coordinator at Azeezia Health City, Palakkad, ensuring smooth interdepartmental communication and efficient patient services. Known for strong interpersonal skills, multilingual communication (English, Malayalam, Hindi, Tamil), and the ability to work calmly under pressure. Dedicated to delivering compassionate service and maintaining confidentiality and professionalism in all patient interactions.

EDUCATION

Diploma in Medical Radiography

Bharat Vanitha Society & College of Paramedical Science, Kerala, India
2010 – 2012

Higher Secondary

Board of Higher Secondary Examinations, Kerala, India
2008 – 2010

High School

Board of Public Examinations, Kerala, India
2007 – 2008

WORK EXPERIENCES

Hospital Coordinator

Azeezia Health City, Erattakulam, Palakkad, Kerala, India

- Manage daily patient registration, check-ins, and department-wise coordination.
- Support patients with appointment scheduling, service information, and queries.
- Oversee front office operations including documentation, billing support, and medical record keeping.
- Serve as a liaison between patients, doctors, and administrative staff for streamlined operations.
- Maintain confidentiality and ensure a patient-friendly environment.

Receptionist / Front Office Executive

Puthiyedom Hospital, Poovarani, Pala, Kottayam, Kerala, India

- Welcomed and guided patients and visitors with professionalism and empathy.
- Managed patient files, updated electronic records, and handled insurance documents.
- Assisted in inventory control and front desk supplies as part of hospital administration.

KEY SKILLS

- Hospital Coordination
- Front Desk Operations
- Appointment Scheduling
- Patient Registration
- Interdepartmental Communication
- Medical Record Management
- Admission & Discharge Support
- Daily Patient Flow Management
- Healthcare Administration
- Patient Assistance
- Patient Interaction
- Customer Service
- Inventory Management
- Communication Skills
- Time Management
- Problem Solving
- Team Collaboration
- Confidentiality Handling
- Organizational Skills
- Empathy and Compassion

SOFTWARE PROFICIENCIES

- Outlook
- MS Word
- MS Excel
- MS PowerPoint

- Scheduled doctor consultations, diagnostic tests, and follow-up appointments.
- Responded to phone inquiries and coordinated with departments for patient needs.

LICENCE DETAILS

Driving License: Valid Indian License for 2-wheeler & 4-wheeler

Licence No : KL 49 20220007515

Date of Expiry : 22.11.2032

PASSPORT DETAILS

Passport No : V4789808

Date of Issue : 26.11.2021

Date of Expiry : 25.11.2031

Place of Issue : Cochin

DECLARATION

I hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

NOUSHAD K

LANGUAGES

- English
 - Malayalam
 - Hindi
 - Tamil
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PERSONAL DETAILS

Nationality : Indian

Gender : Female

Date of Birth : 23.11.1992

Marital Status : Married

HOBBIES

- Music
- Travelling