



Mohammed Safwan Moidu

Address: Dubai, UAE **Phone number:** +971507573320

Email address: safanmoidu52@gmail.com

LinkedIn: <http://linkedin.com/in/safan-moidu>

Profile

HOSPITAL ADMINISTRATOR

Hospital Administration postgraduate with structured exposure to hospital operations, quality management systems, accreditation preparedness, and patient service coordination. Demonstrated capability in supporting NABH documentation, operational audits, patient feedback analytics, insurance coordination, and interdepartmental process execution. Adept at aligning administrative workflows with compliance, quality benchmarks, and service efficiency across multi-specialty hospital environments.

Work Experience

Hospital Administration Intern | Aster MIMS Hospital, Kannur, Kerala, India | May 2024 – May 2025

- Supported clinical coordination activities, including patient registration, appointment scheduling, care pathway guidance, and follow-up coordination.
- Facilitated multidisciplinary coordination between physicians, nursing staff, radiology, and diagnostic units to optimize patient flow and reduce waiting times.
- Assisted the Quality Department with internal audits, documentation review, SOP control, and gap analysis in alignment with NABH standards.
- Supported patient service issue resolution through effective communication, coordination, and service recovery assistance.
- Assisted HR teams in staff training coordination, induction support, recruitment documentation, and employee engagement activities.
- Managed and coordinated Preventive Health Check-up Lounge operations, ensuring efficient scheduling, patient flow, and service delivery

Clinical trainee – Radiographer | Lourde Hospital Thaliparamba, Kannur, Kerala India

- Completed 1 year of clinical training as a Radiographer Trainee during B.Sc. MIT, gaining experience in diagnostic imaging, patient preparation, radiation safety, and radiology workflow.
- Developed a strong understanding of clinical workflows, documentation, and patient interaction in diagnostic services.
- Developed and implemented workflow protocol to improve efficiency in imaging procedures
- Coordinated radiology administrative workflow including patient scheduling, report turnaround coordination's PACS /RIS support and radiation safety documentation
- Maintained imaging equipment's, performed quality checks, and reported malfunctions to reduce downtime

Technical Skills

- **MS Office:** Proficient in Word, Excel, PowerPoint, and Outlook for hospital documentation, MIS reporting, data tracking, and official communication.
- **Hospital Information Systems:** Working exposure to HIS platforms for patient data handling, workflow coordination, and administrative reporting.
- **Data Analysis:** Use of Excel dashboards, data validation, and basic Power BI reporting for performance monitoring and operational insights.
- **Documentation Management:** Preparation and maintenance of digital records, audit files, policies, and compliance trackers aligned with hospital standards.
- **Communication Tools:** Email-based coordination, meeting documentation, and structured follow-ups to support interdepartmental execution.

Core Competencies and Skills

- **Hospital Operations Management:** End-to-end coordination of administrative workflows across clinical and non-clinical departments to ensure continuity of care and SOP adherence.
- **Quality & Accreditation Support:** Active involvement in audit preparation, quality reviews, documentation control, and compliance activities aligned with NABH
- **Documentation & Reporting:** Structured maintenance of hospital records, audit files, MIS reports, policies, and compliance trackers to support governance and decision-making.
- **Training & Compliance Support:** Coordination of staff training schedules, maintenance of training records, policy dissemination, and support for regulatory compliance initiatives.
- **Interdepartmental Coordination:** Cross-functional liaison to track deliverables, manage escalations, and align departmental outputs with organizational objectives.
- **Patient Services Administration:** Support for IP/OP admissions, discharge coordination, patient assistance, and feedback analysis to enhance service delivery efficiency.
- **Insurance & Billing Coordination:** Assistance with insurance documentation, verification processes, and interdepartmental follow-ups to support timely claim processing.

Education

- **Master's In Hospital Administration** | Yenepoya University, Mangalore, India | 2025
- **Bachelor of Science in Medical Imaging Technology** | Tata institute of Social Sciences, Mumbai, Maharashtra India | 2023

Certifications

- Attended workshop on "Quality health standards" by **CAHO** 12-14th Nov 2024
- **Research Methodology** workshop organized by the Scientific Review Board, YSA 3-5th 2024
- Essential Epidemiologic Tools for Public Health Practice- Johns Hopkins University- Coursera
- Healthcare Financial Management Fundamentals- Northeastern University- Coursera
- Analytical Solutions to Common Healthcare Problems- University of California, Davis- Coursera
- Healthcare Data Quality and Governance- University of California, Davis - Coursera
- International Leadership and Organizational Behavior- University Bocconi- Coursera

Academic Projects

- A Study to Assess the Adherence to the ALARA Principle Among Radiology Staff in a Selected Hospital
- Patient-Reported Experience Measurement in the Radiology Department

Personal Details

- Languages Known: English | Arabic (Read & Write) | Hindi (Read & Write) | Malayalam

References

Available upon request.