

ABHIRAMI B

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PROFESSIONAL SUMMARY

Detail-oriented and motivated Hospital Administration professional with a strong foundation in healthcare operations, administrative management, and interdepartmental coordination. Skilled in maintaining accurate records, managing appointments, and streamlining hospital workflows to ensure high-quality patient care. Holds a Diploma in Hospital Administration along with advanced academic qualifications in Botany, complemented by hands-on internship experience at KIMS Hospital. Adept at using MS Office, fostering team collaboration, and applying critical thinking to solve operational challenges in fast-paced healthcare environments.

SKILLS

- Hospital Administration
- MS Office
- Management & Leadership
- Creativity & Problem-Solving
- Negotiation & Critical Thinking

EXPERIENCE

Hospital Administrator (Intern)

KIMS Hospital, Trivandrum, India

Duration: 3 months

- Assisted in day-to-day hospital administrative operations.
- Coordinated with various departments to ensure seamless patient care.
- Maintained records, managed appointments, and supported hospital staff.
- Assisted in preparing administrative reports and documents.

ACHIEVEMENTS

NCC B & C Certificates

QUALIFICATION

2024 – Diploma in Hospital Administration

International School of Skill Development, TUV SUD Certified

2020 – 2022 – MSc Botany

BAM College Thuruthicad (M G University)Tiruvalla, Pathanamthitta, India

2017 – 2020 – BSc Botany

MSM College Kayamkulam (Kerala University) Kayamkulam, Alappuzha, India

VISA STATUS

Spouse visa

PASSPORT NO

AD286958

LANGUAGES

English | Malayalam | Hindi