



ANGELO STERNIE

ADMINISTRATIVE OFFICER

Detail-oriented and organized Administrative Officer with strong experience in hospital operations and healthcare administration. Skilled in coordinating daily activities, managing patient records, handling staff schedules, and ensuring compliance with hospital policies and healthcare regulations. Proficient in Microsoft Office tools, including Excel for data management and reporting. Known for strong communication, problem-solving, and multitasking abilities in fast-paced medical environments.

✉ sternsterny30@gmail.com

☎ +971 558854191

📍 Burjuman, Dubai, UAE

WORK EXPERIENCE

ADMINISTRATIVE OFFICER VG HOSPITAL

01/2024 - 03/2025

COIMBATORE, INDIA

A Leading NABH - accredited multi-specialty hospital renowned for excellence in patient care and advanced medical practices, offering comprehensive healthcare services since 1955.

Achievements/Tasks

- Oversaw daily administrative tasks to ensure efficient hospital operations.
- Maintained patient records, handled admission/discharge processes, and ensured data confidentiality.
- Scheduled appointments, coordinated meetings, and supported HR functions like staff onboarding.
- Supported hospital accreditation and compliance by managing documentation and reports.
- Handled patient queries and complaints, ensuring prompt and professional resolution.
- Supported physicians with administrative tasks, including transcription and correspondence.
- Verified insurance information and facilitated pre-authorizations for medical procedures.
- Managed physician schedules and ensure timely communication of appointments and meetings.

CARDIAC TECHNOLOGIST VG HOSPITAL

06/2023 - 12/2023

COIMBATORE, INDIA

A Leading NABH - accredited multi-specialty hospital renowned for excellence in patient care and advanced medical practices, offering comprehensive healthcare services since 1955.

Achievements/Tasks

- Perform and interpret cardiovascular tests including ECGs and TMT.
- Assist physicians in analyzing test results and diagnosing cardiac conditions.
- Maintain detailed and accurate patient records in compliance with hospital policies and regulatory standards.
- Familiar with C-Arm machine in cathlab and assisted in procedures like angiogram, angioplasty, ASD and VSD device Closure, peripheral angiogram, TPI and PPI procedures.
- Trained and supervised junior technicians and students to uphold high standards of patient care.

EDUCATION

B.Sc. CARDIAC TECHNOLOGY VG INSTITUTE OF PARAMEDICAL SCIENCES

08/2018 - 05/2023

COIMBATORE, INDIA

SKILLS

MS Office Proficiency

Advanced Excel formulas

Pivot Tables and Charts

Conditional Formatting

Data Entry and Database Management

Dashboard creation

Data validation & drop-down

Problem-Solving and Conflict Resolution

Communication and Interpersonal Skills

Time Management and Multitasking

Confidentiality and Ethical Conduct

Strong Attention to Detail and Critical Thinking

PERSONAL PROJECTS

FLOOR OPERATION PROJECTS - HR AND CARDIAC DEPARTMENT (01/2024 - 03/2025)

- Organized nursing and technician shift rosters to optimize staffing in cardiac and ICU departments.
- Assisted in preparing HR documentation for NABH floor audits and compliance checks.

ACHIEVEMENTS

COLLEGE TOPPER - CARDIAC TECHNOLOGY DEPARTMENT (03/2022 - 05/2023)

Awarded for academic excellence and securing top rank in cardiac technology course, demonstrating strong theoretical and practical knowledge in the field.

LANGUAGES

ENGLISH

Native or Bilingual Proficiency

TAMIL

Native or Bilingual Proficiency

MALAYALAM

Professional Working Proficiency