

# MOHAMMED RAMEES P.A

Medical Social Worker | Administrator & HR | Community Relations Officer

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## PROFESSIONAL SUMMARY

Passionate and results-driven Medical Social Worker and HR Administrator with 5+ years of diverse experience in healthcare, rural/community development, and human resource management. Adept at handling recruitment, employee relations, and administrative coordination while maintaining exceptional community engagement and client satisfaction. Strong leadership, problem-solving, and communication skills with proven ability to manage multiple priorities in fast-paced environments.

## CORE SKILLS

- Recruitment & On boarding
- Employee Relations & Conflict Resolution
- Payroll Coordination
- MS Office Proficiency
- Community Outreach & Relationship Management
- Time Management & Multitasking
- Team Leadership & Mentoring
- Crisis Intervention & Social Work Practices
- Adaptability & Problem Solving

## PROFESSIONAL EXPERIENCE

Administrator & HR, Abhayam Dialysis Centre, Kasaragod, Kerala (May 2024 - December 2024)

- Managed daily operations, scheduling, and equipment maintenance to ensure seamless patient services.
- Ensured compliance with health and safety regulations, improving patient safety by 15%.

- Led recruitment, onboarding, and maintained employee records and payroll support.
- Strengthened community partnerships, increasing local outreach by 20%.
- Implemented transparent operational policies, building donor trust and increasing funding.

Mentor, Private Assignment, Mysore, Karnataka (March 2022 - April 2024)

- Provided social and psychological support to an individual with Autism, improving daily life skills.
- Designed and monitored physical wellness programs, contributing to a healthier lifestyle.
- Conducted family sensitization sessions, enhancing communication and awareness.

Community Relations Officer (PRO In-charge), Alpha Palliative Care & Nammude Arogyam  
Community Hospital, Thrissur, Kerala (June 2020 - February 2022)

- Led SAPC activities and provided psychosocial support to palliative care patients and families.
- Coordinated COVID-19 war room operations, including tele-counseling and telemedicine.
- Managed the home care treatment initiative with oxygen support during the pandemic.
- Headed the Insurance Department, enabling government insurance coverage for COVID-19 patients.
- Enhanced community support activities through charity drives and volunteer coordination.

## **INTERNSHIPS**

- Student Intern, BEDROC, Tamil Nadu - Rural development project engagement for children (May 2017 - June 2017)
- Medical Social Work Intern, Yenepoya Medical College, Mangalore - Hospital-based concurrent field work (Dec 2017 - Mar 2018)
- Psychiatric Social Work Intern, LGBRIMH, Assam - Mental health practicum with multidisciplinary team (May 2018 - June 2018)

## **EDUCATION**

- MSW (Medical and Psychiatry), Central University of Kerala | 2016 - 2018

- BSW, St. Aloysius College (Autonomous), Mangalore, Karnataka
- Higher Secondary Education | High School Education

## **LANGUAGES**

- English | Hindi | Malayalam | Kannada | Tamil

## **PERSONAL DETAILS**

- Date of Birth: 12-01-1995
- Nationality: Indian
- Marital Status: Separated
- Passport No: AB184443 | Issue Date: 13-05-2025 | Expiry Date: 12-05-2035

## **DECLARATION**

I hereby declare that the information provided above is true and correct to the best of my knowledge.

MOHAMMED RAMEES P.A