

# CLEEDER P RAJ

## Healthcare Professional

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## SUMMARY

I am a dedicated and compassionate healthcare professional with over 2 years of experience in supporting hospital operations and patient care services. With a Diploma in Cardiovascular Technology and a Certification in Hospital Management, I possess a blend of clinical knowledge and administrative competence. My strong interpersonal skills and adaptability allow me to thrive in high-pressure environments while enhancing healthcare quality and patient satisfaction.

## EXPERIENCE

### HR Department Assistant

#### Century Superspeciality Hospital

2014 - 2015 Hyderabad

A specialized hospital providing advanced medical care

- Provided administrative support to the Human Resources team, including employee onboarding, documentation, and data entry
- Assisted in coordinating interviews, maintaining attendance records, and tracking staff schedules
- Supported internal communication efforts and facilitated training logistics
- Handled queries from hospital staff with professionalism and confidentiality

### Cathlab Technician

#### Century Superspeciality Hospital

2015 - 2016 Hyderabad

A specialized hospital providing advanced medical care

- Assisted cardiologists in conducting diagnostic and interventional procedures in the Catheterization Laboratory
- Prepared patients for procedures and monitored vital signs during interventions
- Maintained and sterilized cathlab equipment in compliance with health and safety standards
- Collaborated with nurses, technicians, and doctors to ensure smooth workflow and patient safety
- Contributed to emergency response situations with calm and precise execution of tasks

## EDUCATION

### Diploma in Cardiovascular Technology

#### Medical Trust Hospital

01/2012 - 05/2014 Ernakulam

### Certification in Hospital Management

#### Avodha Institute of Skilled Training

2024

## CERTIFICATION

### Hospital Management Certification

Certification in Hospital Management

## KEY ACHIEVEMENTS

- Cathlab Procedure Support**  
Assisted in 150+ catheterization procedures enhancing patient care outcomes.
- Equipment Maintenance Efficiency**  
Reduced cath lab equipment downtime by 30% via meticulous maintenance.
- Staff Scheduling Excellence**  
Managed scheduling for 100 staff members ensuring 95% shift coverage.

## SKILLS

### Hospital Operations Support

HR Documentation	Coordination
Cathlab Procedures	Communication
Patient Monitoring	Active Listening
Critical Thinking	Problem Solving
Team Collaboration	Leadership

## LANGUAGES

English Native	●●●●●
Malayalam Native	●●●●●
Hindi Proficient	●●●●●
Tamil Proficient	●●●●●
Telugu Advanced	●●●●●

## PASSPORT DETAILS

Passport No  
C9940797

Date of Expiry  
29-04-2035