



SRUTHY PRAKASH

Objective

To leverage my hands-on experience as a Hospital Administrative Student at Caritas Hospital, combined with my educational background in Healthcare Management and Commerce, to secure an entry-level position in hospital administration in Kottayam, Kerala.

Contact

+971 565433055

sruthyprakash0@gmail

Sharjah, UAE

Languages

Malayalam - Listening, Writing,
and Speaking

English - Listening, Writing
and Speaking

Hindi - Listening

Tamil - Listening

Experience

Hospital Administrator

Caritas Hospital & Institute of Health Sciences, Kottayam
Kerala, India

18 Sep 2024 - 20 Dec 2024

- Shadow administrators, understand hospital procedures.
- Assist with data entry, record-keeping, and analysis.
- Provide support to various hospital departments.
- Help identify and participate in improvement projects.
- Assist with communication and event coordination.
- Learn and assist with regulatory compliance.

Education

Hospital Administration Process

Adi Group of Institutions, Ernakulam

23.07.2024

MS Office

Adi Group of Institutions, Ernakulam

22.06.2024

Personality Development & Life Skill Training

Adi Group of Institutions, Ernakulam

22.06.2024

International Diploma in Healthcare Management - L6

Adi Group of Institutions, Ernakulam

22.06.2024

Tally

Adi Group of Institutions, Ernakulam

22.06.2024

Tally Essential Level 1

St.Stephen's College, Uzhavoor

30.03.2023

Bachelor of Commerce

St.Stephen's College, Uzhavoor

30.03.2023

Higher Secondary Examination

Higher Secondary Examination Board, Kerala

2020

Secondary School Leaving Certificate

Board of Public Examinations, Kerala

2018

Skills

Hospital Administration Processes, Data Entry and Record Keeping, Data Analysis, MS Office Suite, Tally, Healthcare Management, Regulatory Compliance, Observational Skills, Communication Skills: Assisting with communication between departments and stakeholders, Organizational Skills, Learning Agility etc