

# Vinitha Maria Lasrado

Supervisor / Coordinator / Administrative Supervisor



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📍 Dubai, United Arab Emirates

📅 1982-01-01

🚩 Indian

🏠 R2406758

👤 Married

♀ Female

📄 Employment visa

## Professional Experience

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2010 – Present

Dubai,

United Arab Emirates

### Operation Theatre Booking Coordinator/Supervisor

*NMC Specially Hospital, Dubai*

- Schedule elective surgeries with surgeons and anesthetists in order to optimize theatre utilization rate .
- Manage pre-anesthesia documentation and assessments.
- Act as liaison with nursing team , administration medical coding & RCM .
- Optimize OT workflows and theatre utilization rate.
- Monitor JCI compliance and departmental quality indicators.
- Handle staff delegation, communication, and HR tasks.
- Ensure CPT coding accuracy and insurance approvals.
- Act as administrative staff handling & monitor all department data , log books ,schedules & cancellation.
- Prepares Daily Operation theatre list ,OT dashboard, Monthly Reports and Duty Rota circulate it to concern department .

### OPERATIONAL HIGHLIGHTS

Plan and manage operation theatre (OT) schedules in collaboration with in-house and visiting surgeons, anaesthetists and department heads to ensure optimal use of available slots and surgical blocks.

Coordinate pre-anaesthesia check-ups and ensure all preoperative requirements are met with accuracy and timeliness.

Liaise with physician schedulers, nurses team and hospital administration to streamline processes and enhance interdepartmental communication.

Maintain accurate patient demographics, pre-op diagnosis, procedure details, and special considerations in scheduling software, ensuring complete and compliant booking.

Collaborate with billing and insurance teams to verify coverage, secure approvals, and ensure accurate CPT code documentation-minimizing delays or discrepancies.

Keep updated surgical logs with comprehensive patient data, surgical timings, billing details, and follow-ups on reimbursements.

Uphold and monitor compliance with JCI standards, hospital protocols, infection control measures, and patient safety regulations.

Support ongoing departmental quality assurance and continuous improvement efforts through tracking.

feedback, and policy contribution.

Communicate empathetically with patients and families, providing pre-admission instructions and answering last-minute queries to ensure clarity and comfort.

Demonstrate proficiency in medical and surgical terminology, hospital systems, and electronic records while managing multiple responsibilities under time-sensitive conditions.

Maintain a culture of open communication and teamwork within the department, contributing to a positive and collaborative working environment.

Exercise strong initiative and problem-solving under pressure, ensuring smooth daily operations despite fluctuations in workload or scheduling demands.

2007 – 2010

Dubai,

United Arab Emirates

**Administrative Supervisor/ Customer Relations Executive**

*NMC Family Clinic, Dubai*

- Supervised daily administrative operations and front desk activities.
- Coordinated patient appointments and front office workflows.
- Handled inter-department communication and patient queries.
- Supported initiatives to enhance patient satisfaction.
- Responsible for department Rota allocation and delegation.

2006 – 2007

Dubai,

United Arab Emirates

**Administration Executive**

*Baur Trading Co., Dubai*

- Managed office documentation and general administration.
- Supported internal business correspondence and filing.

2005 – 2006

Bangalore, India

**Administrative/ Customer Care Executive**

*Ramakrishna Nursing Home, Bangalore*

- Handled patient registration and front-office operations.
- Provided administrative and coordination support within the hospital.

## EDUCATION

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2003 – 2005

Mangalore, India

**Masters in Hospital Administration [MHA]**

*Fr. Muller Medical College Hospital, Rajiv Gandhi University*

Distinctions grades

2001 – 2003

Mangalore, India

**Bachelor in Science**

*Bachelor of Science (PCMB)*

Distinction grades

Dubai,

United Arab Emirates

**Certified Medical Coder[CPC]**

*AAPC*

Currently preparing for CPC exam.

## PROFILE

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### Healthcare administration

Healthcare administration professional with a Master's in Hospital Administration and over 11 years of experience, currently working in a JCI accredited hospital.

### Administrative management

Demonstrated ability to manage complex administrative functions independently, ensuring accuracy and operational efficiency.

### Hospital operations

Comprehensive expertise in hospital operations, surgical coordination, and administrative management.

### Relationship Building

Known for building trusted relationships with clinicians, staff, and patients to support a culture of quality care.

### Languages Proficiency

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- English
- Hindi
- Konkani

### References

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Available upon request

### Declaration

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I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge .



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