

ARAVIND RAJASEKHAR

DUTY MANAGER, OPS
MANAGER



EXPERTISE

- Healthcare Operations Management
- Patient Care Coordination
- Healthcare Regulations Compliance
- Supply Chain Management
- Hospital Administration
- Medical Record Management (EMR)
- Financial & Budget Management
- Staff Scheduling
- Workforce Management
- Quality Assurance
- Clinical Procedures Knowledge
- Data Analysis & Reporting

TECHNICAL SKILL

- Tally ERP
- SAP
- MS Word
- MS Excel
- MS Outlook
- Google Workspace

LANGUAGE

ENGLISH

HINDI

MALAYALAM



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kannimelrajasekhar@gmail.com



Al Qusais
Dubai, UAE

SUMMARY

Accomplished professional with 5 years of diversified experience in the Medical and Finance sectors. Highly proficient in managing operational tasks, financial reporting, and customer service. Skilled in the use of MS Office (Word, Excel, PowerPoint, Access) and SAP, with a strong background in accounting software, particularly Tally. Demonstrated expertise in optimizing workflows, managing cross-functional teams, and improving operational efficiency. Seeking a challenging opportunity as a Duty Manager or Operations Manager in the Healthcare sector. Open to relocation across the UAE to contribute expertise and drive organizational success.

EDUCATION

M.B.A Marketing

Annamalai University, Tamil Nadu

2021

B. Com Finance and Taxation

Musaliar College of Arts and Science, Pathanamthitta

2019

WORK EXPERIENCE

Operations Manager cum Duty Manager

Aug 2021- May 2025

DR. KM CHERIAN INSTITUTE OF MEDICAL SCIENCES, CHENGANNUR

- Managed hospital operations and coordinated cross-departmental activities.
- Scheduled shifts and optimized staff allocation based on workload.
- Directed workflows to improve efficiency in clinical and administrative tasks.
- Monitored departmental budgets and controlled operational costs.
- Assisted patients and visitors to ensure high-quality service delivery.
- Resolved staff conflicts and maintained workplace discipline.
- Enforced institutional policies and addressed guest misconduct
- Strengthened security protocols and ensured regulatory compliance.
- Collaborated with management to define goals and operational strategies.
- Implemented process improvements to enhance service delivery.
- Tracked KPIs to assess departmental performance and identify gaps.
- Conducted staff training and development initiatives.
- Managed facility upkeep and compliance with healthcare standards.
- Reviewed financial inflow and operational metrics for decision-making.
- Led large teams, ensuring collaboration and high performance.
- Coordinated with stakeholders, including Senior Doctors and Department OP Controllers, to improve efficiency and patient care.

BRANCH EXECUTIVE

Mar 2021-Aug 2021

KOSAMATTAM FINANCE LTD – MANNAR, KERALA

- Audited financial documents, including cash flow, income statements, and gold loan records.
- Supervised admin staff handling timekeeping, benefits, cash sales, and receivables.
- Verified records with the Purchase Department for accuracy and compliance.
- Ensured correctness of invoices, delivery notes, and purchase order requests
- Managed tax audit preparation and compliance reporting.
- Conducted internal audits to ensure adherence to financial policies and standards.

PERSONAL DETAILS

Nationality : Indian
Gender : Male
Marital Status : Single

Aug 2019- Dec 2020

COST ACCOUNTANT

P.J. MATHEW & ASSOCIATES (CA) – THIRUVALLA, KERALA

- Operated online accounting software to record, store, and analyze financial data.
- Classified and summarized financial data for reporting.
- Maintained financial records using journals and computer systems.
- Verified entries, postings, and coding for accuracy.
- Assisted with audit preparation and financial statement reports.
- Performed office duties, including filing and handling correspondence.
- Collaborated with management to ensure accurate tax filings and documentation.

CORE COMPETENCIES

Commercial Focus: Strong ability to adopt a commercial mindset, leading to improved company performance and profitability.

Leadership: Skilled in balancing employee relationships with task direction, ensuring a harmonious and productive work environment.

Performance Management: Expertise in providing team guidance, training, support, constructive feedback, and positive reinforcement to enhance performance.

Operational Focus: Committed to delivering high-quality products, improving customer service, and effectively overcoming operational challenges.

DECLARATION

Hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of belief and knowledge.

Aravind Rajasekhar