

Varsha M

8939483434 | varshaes2899@gmail.com

Objective

"Results-oriented MBA graduate specializing in Hospital Management, seeking an entry-level administrative role. Eager to apply knowledge of healthcare operations and process optimization to improve hospital workflow, reduce wait times, and enhance overall organizational efficiency."

Experience

- BL Solutions** 08-11-2022 - 30-09-2025
Admin & Dialer Handling

Managed administrative tasks including file login, documentation, and maintaining appointments.

Maintained MIS reports and updated operational records accurately.

Handled the dialer system (technical) by creating and monitoring automated calling campaigns.

Coordinated day-to-day operations and ensured smooth workflow.

Performed data entry tasks with high speed and accuracy.

Education

- University Of Madras** May 2023
MBA Hospital Management (Correspondence)
67.4
- Meenakshi College For Women** April 2020
BSC Computer Science
72.30

Skills

- Microsoft Office(Word,Excel, Powerpoint)
- Patient Handling & Coordination
- Communication and Interpersonal Skills
- Data Entry
- Problem Solving
- Multitasking
- Hospital Administration Support
- Documentation & Report
- MIS Maintenance

Achievements & Awards

- I have completed a 30-day internship at MedBPro Solutions Pvt. Ltd., where I learned basic HTML, Python, and MySQL.
- I have completed the Kaizen Robotics Program at Lema Labs, where I learned basic robotics and built different robots using the ATmega16 microcontroller.

Languages

- Tamil (Read, Write, Speak)
- English (Read, Write, Speak)
- Malayalam (Speak)