

PAIDI NALINI KUMARI

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CAREER OBJECTIVE

Motivated student pursuing MBA in Hospital Administration with practical experience in project management and team leadership. Demonstrated strengths include critical thinking, research skills, and adaptability to thrive in fast-paced environments. Significant contributions made in previous roles through effective communication and problem-solving abilities. Committed to ongoing professional development and eager to apply learned skills in a new setting.

SKILLS

- MS Office
- Internet knowledge
- Typing – Lower and Higher (SBTET Certified)
- Data entry
- Patient scheduling
- Administrative support
- Report preparation
- Filing organization
- Team collaboration
- Time management
- Customer service

EXPERIENCE

Hospital Administration Intern, Anil Neerukonda Hospital | Andhra Pradesh | May 2025 – June 2025

- Assisted staff in managing patient records and ensuring accurate data entry.
- Supported scheduling of patient appointments and coordinated follow-up communications.
- Prepared reports on administrative tasks for review by senior management.
- Collaborated with team members to streamline office procedures and improve workflow.
- Organized and maintained filing systems, both paper and electronic.
- Assisted in the preparation of daily reports for senior staff members.

EDUCATIONAL QUALIFICATIONS

- MBA (Hospital Administration), Anil Neerukonda College, Andhra Pradesh – Expected April 2026
- B.Sc. (Home Science), St. Joseph's College for Women (A), January 2022
- Intermediate, Sri Gayatri Educational Institution, March 2019
- S.S.C., Sri Shanthi Niketan High School, May 2017

MAJOR PROJECT

Impact of Pandemic on Resource Management of Selected Groups of Women.

PROFESSIONAL CERTIFICATIONS

- Certified Lower and Higher typist from State Board of Technical Education.
- Certified Six Sigma Yellow Belt Professional.

CERTIFICATIONS

- Participated in Entrepreneurship Awareness Program (3-day workshop).
- Fevicryl Workshop by Pidilite Industries Ltd.
- International Webinar: HR Today – Designing the #Future Work by IQAC.
- International Webinar: Food and Well-being Challenges of the 21st Century by Avinashilingam Institute.
- International Webinar: Challenges and Opportunities for Business and Economics Post-COVID by Govt. Raza PG College, Rampur, UP.
- National Webinar: Psychological Interventions in COVID-19, Diabetes Prevention and Management by St. Joseph's College & IAPEN.
- Certified Training on Telemedicine and Teleconsultation (Udemy – Dr. Dinesh Bhutada).

PROFESSIONAL CERTIFICATIONS

- Certified Lower and Higher typist from State Board of Technical Education.
- Certified Six Sigma Yellow Belt Professional.

ACTIVITIES AND HONORS

- NCC (Army) – C Certificate Holder.
- Elected as Treasurer for Department during Graduation.
- Volunteer Emeritus in AIESEC NGO.
- Active Volunteer in YOU & I NGO.

LANGUAGES

- Telugu – Fluent (Native)
- English – Advanced (C1)
- Hindi – Intermediate

PROJECTS & REPORTS LINKS

- <https://docs.google.com/document/d/1-IcZC5iwkiwg-u2E4DOCiCs7fOEgtJuH/edit?usp=drivesdk>
- <https://drive.google.com/file/d/1oXlod7dwkAHMtWECt-qu1UdYnmXts4W/view?usp=drivesdk>