

B SELVA PREM



CONTACT

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📅 05-06-1993

OBJECTIVE

Equipped to work with Operation team , problem solving abilities, decision making willing to learn new things and excellent communication skills poised to contribute to team success and achieve company growth, Ready to to tackle new challenges and advance organizational objectives with dedication and enthusiasm

SKILLS

- Team Management
- Administration and Operations
- Effective Multitasking
- Compliance Handling
- Staff Training And Development
- Decision making
- Adaptability and Flexibility
- Documentation
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INTERESTS

- Operation Team
- administration
- Difficult Task

LANGUAGE

- ✓ Tamil
- ✓ English

EXPERIENCE

Iswarya Health private limited

Admin

March 2025 -
Currently

- Leadership & Staff Management: Supervise and mentor administrative staff, delegate tasks, and evaluate performance.
- Operational Efficiency: Develop and implement administrative systems, policies, and procedures to streamline processes.
- Budget & Financial Management: Manage budgets, monitor expenses, and prepare financial reports.
- Communication & Collaboration: Facilitate effective communication within and across departments.
- Project Management: Coordinate projects, manage deadlines, and ensure successful completion.
- Facilities Management: Oversee office facilities, maintain supplies, and ensure a functional work environment.
- Compliance & Regulations: Ensure operations adhere to company policies, legal regulations, and industry standards.
- License Renewal and JD summit

Bloom Life Hospital

Front Office Incharge

July 2022 - January
2025

- Billing in OP and IP
- Stream line front desk Operation by implementing efficiency check in & check out
- New Patient Registration
- Maintaining accurate records of patient information through diligent documents and data entry
- Training New staff in front office & leading Team members
- Resolved Patient complaint professional & maintaining positive relationship with patient
- Coordinates with other department staff like Nurse, Insurance team , floor manager & Maintenance
- Scheduling Duty for Front office & Telecalling department
- Manage High Volume call, directing call to appropriate department, New patient inquiry
- Coordinating with MHC Patient
- Coordinating Camp Organised by Hospital
- It's 100 bed hospital(NICU& ICU and wards)

M+R Logistics

Management Executive

July 2018 - June
2021

- Update with Regular status report to Management
- Provide Oversight of Expenses
- Complete daily logs for Management review
- Oversee receiving and stock

Voltas

Executive

October 2015 -
February 2018

Emerson Process management

Store Incharge

September 2013 -
September 2015

EDUCATION

SRM University

MBA Healthcare & Hospital Management
Currently

2026

SRM Arts and Science college B.COM 67	2013
David Matriculation Hr Sec School HSC 56	2010
David Matriculation Hr Sec School SLCC 54	2008

ACHIEVEMENTS & AWARDS

- ✓ Best Team Player 2023 to 2024 in Bloom life hospital
- ✓ Silent Soldier Award for Michaung cyclone 2023