

MUHAMMED RAYEES M P

MBA | BSc NURSING | CSSGB | ICP | PGDPM

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PROFESSIONAL SUMMARY

Results oriented healthcare administration professional with an MBA in Hospital Administration and over **five years of progressive experience** in the healthcare sector as a Registered Nurse. Recently transitioning into healthcare administration and hospital operations, leveraging **strong practical knowledge of medical terminology, clinical procedures, healthcare policies, and patient care workflows**. Certified Lean Six Sigma Green Belt with proven exposure to quality improvement, infection control, and personnel management. **Seeking an Operation Executive / Quality Executive / Manager on duty role in a healthcare organization** where I can combine my clinical experience with administrative skills to improve operational efficiency, ensure regulatory compliance, and support overall organizational excellence.

EDUCATION

- *Master of Business Administration (MBA) – Hospital Administration & Healthcare Management* - Dr. D. Y. Patil Vidyapeeth, Pune, India | CGPA: **9.3/10**
- *Post Graduate Diploma in Personnel Management (PGDPM)* - Aligarh Muslim University | First Class
- *Bachelor of Science in Nursing (BSN)* - Kerala University of Health Sciences, India | First Class

CERTIFICATIONS & LICENSES

- Lean Six Sigma Green Belt (**CSSGB**) – Quality & Process Improvement
- Advanced Diploma in **Infection Control** & Prevention – Score: 96%
- AHA Basic Life Support (**BLS**) & Advanced Cardiac Life Support (**ACLS**)
- Dubai Health Authority (**DHA**) & KNMC License – Registered Nurse

ADMINISTRATIVE & OPERATIONAL EXPOSURE

- Supported hospital documentation, **internal audits**, and regulatory compliance activities in alignment with **NABH** standards
- Contributed to quality improvement initiatives, infection control surveillance, and performance reporting
- Applied strong knowledge of medical terminology, clinical workflows, and healthcare policies to support administrative functions
- Coordinated effectively with multidisciplinary clinical and non-clinical teams to enhance workflow efficiency and service delivery
- Maintained accurate administrative records, reports, and operational data using MS Office applications
- Gained hands-on exposure to healthcare operations, HR coordination, policy implementation, and **compliance monitoring**

PROFESSIONAL EXPERIENCE

Registered Nurse with over 5 years of diverse clinical experience across reputed healthcare organizations in India, Bahrain, and Dubai, including Aster MIMS Hospital Areekode and GVK EMRI Kerala, with demonstrated skills in patient care, clinical operations, quality standards, and interdisciplinary coordination—**seeking to leverage this experience in managerial, operations, or quality-focused roles.**

KEY SKILLS

- Healthcare Administration & **Hospital Operations**
- Quality Improvement & Lean Six Sigma Methodologies
- Medical Terminology, Clinical Procedures & Healthcare Policies
- Infection Control & **Patient Safety**
- Documentation, Audits & Regulatory Compliance
- **Microsoft Excel training – Excel Life Academy, Dubai**
- **MS Office** (Word, Excel, PowerPoint) & Email
- Professional Communication, Coordination & Team Support

LANGUAGES

English | Arabic | Hindi | Malayalam