

# YUVAN SANJAY

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## PROFESSIONAL SUMMARY

MBA candidate in Human Resources and Hospital Administration with a strong foundation in healthcare operations and clinical services. Experienced in hospital workflow coordination, administrative support, and process optimization. Skilled in communication, team collaboration, and organizational management, with a commitment to enhancing operational efficiency and patient-centered care.

## WORK EXPERIENCE

### Operations Intern

JULY 2025- OCT 2025

CMC( Chirstian Medical College), Vellore

- Managed administrative operations and maintained accurate staff records.
- Collaborated with senior staff to gain comprehensive knowledge of operational processes and team functions.
- Supported the implementation and coordination of process improvement initiatives across technical and business functions.
- Contributed to strategic initiatives aimed at enhancing organizational effectiveness and performance.

### HR Intern

JUNE 2024 - JULY 2024

Jasmi, Vellore

- Provided support in addressing employee inquiries and workplace concerns.
- Contributed to the planning and execution of employee engagement initiatives.
- Strengthened communication, interpersonal, and coordination skills within a professional environment.

### Cardiac technician

DEC 2022 - AUG 2023

Narayani Hospital, Vellore

- Performed diagnostic cardiac procedures, including ECG, Echocardiography, Phonocardiography, and Stress Testing.
- Maintained, calibrated, and ensured optimal performance of cardiology and pulmonary diagnostic equipment.
- Supported cardiac catheterization procedures through effective monitoring and operation of physiological monitoring systems.

## EDUCATION

### MBA Human Resources Management and Hospital Administration

JAN 2024 - JAN 2026

Saveetha School of Management, Chennai

### B.Sc. Cardiac Technology

SEP 2018 - SEP 2022

Vinayaka Mission University , Salem

## SKILLS

- Human Resource Management
- Employee Relations
- Recruitment & Selection
- Employee Engagement
- Organizational Development
- Operations Management
- Strategic Planning
- Process Improvement
- Team Leadership
- Communication & Coordination