

PREM KUMAR S

HOSPITAL ADMINISTRATOR

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📍 CHENNAI

SUMMARY

MBA in Hospital Management with over 3 years of experience in hospital operations and patient care coordination. Experienced in healthcare documentation, multidisciplinary team coordination, NABH compliance, infection control, quality improvement and patient services. Skilled in Hospital Information System (HIS), MS Excel, medical record management and healthcare operations. Seeking a Hospital Administrator position to contribute to efficient hospital management and high quality patient care.

WORK EXPERIENCE

DIALYSIS TECHNOLOGIST, HINDU MISSION HOSPITAL

Nov 2022– Present

- Delivered quality patient care and monitoring dialysis procedures.
- Maintained patient records and coordinated with doctors, nurses and other healthcare professionals.
- Ensured infection control and compliance with hospital records.
- Developed strong communication, documentation and patient management skills.
- Ensured compliance with hospital policies, NABH standards and infection control protocols.
- Assisted in patient admission, discharge and treatment planning processes.
- Supported quality improvement initiatives and participated in departmental audits.
- Demonstrated strong communication, teamwork, problem solving, time management and organizational skills in a fast-paced hospital environment.

TRANSPLANT COORDINATOR, MOHAN FOUNDATION

AUGUST 23

- Assisted in coordinating transplant evaluation processes by communicating with multi-disciplinary teams, scheduling patient assessment and ensuring timely documentation.
- Supported transplant related documentation, patient followup and coordination with clinical departments while maintaining compliance with hospital policies and quality standards.

EDUCATION

M.B.A HOSPITAL MANAGEMENT

SEP 23 – SEP 25

MADRAS UNIVERSITY

- CGPA: 8.5

B.Sc (HONS) RENAL DIALYSIS TECHNOLOGY

AUG 18 – AUG 22

SRI RAMACHANDRA INSTITUTE OF HIGHER EDUCATION AND RESEARCH

- CGPA: 8.0

PG TRANSPLANT COORDINATOR COURSE

AUG 23

MOHAN FOUNDATION

- CGPA: 8.2

KEY SKILLS

- Healthcare Operations Management
- Hospital Information System (HIS)
- OPD / IPD Coordination
- Inventory & Resource Management
- Leadership & Teamwork
- Data Analysis & Report Preparation
- MS Excel, Word, Powerpoint
- Time Management
- Patient & Staffs Management
- Problem solving & Decision Making