



PERSONAL SUMMARY

I am enthusiastic, ambitious, and with good self-esteem. I am decisive under stressful conditions. I can work well independently and as a member of a team. I like to play an active role in contributing to the growth of an organization. I am also goal-oriented and creative.

AKHIL S.

Patient Care Coordinator

Phone: +971547176967

E- mail: akhilsunil98@gmail.com

Address: Dubai, UAE

Skills Highlights

- Time management.
- Good team player who possesses excellent problem solving skills and an attention to detail.
- Adapt easily to new environment and people of diverse backgrounds.
- Ability to act on own initiative and make quick, effective decisions when necessary.
- Great communication skills.
- Organization skills
- Positive mindset
- Good emotional intelligence

EDUCATION

BA: SOCIOLOGY

Kerala University, Govt. College -
Trivandrum, Kerala
June 2015 - January 2018

PLUS TWO

G HSS Mulavana -
Vamanapuram, Trivandrum, Kerala
June 2013-06 – January 2015

SSLC

G HSS VENJARAMOODU -
Venjaramoodu, Trivandrum, Kerala
2012-06 - 2013-01

PERSONAL DATA

Nationality : Indian
Marital Status : Unmarried
Gender : Male
Date of Birth : 26-April-1998
Visa Status : Visit Visa
Language : English, Hindi

WORK EXPERIENCE

PATIENT CARE COORDINATOR

Sree Gokulam medical college and research foundation,
Venjaramoodu, Trivandrum, Kerala
February 2022 – April 2023

- Coordination and communication between patients, doctors, and other medical staff.
- As a mediator between the hospital management and staff
- To assist patients in resolving issues associated with hospital registration and inpatient admissions.
- Ensure that all concerns and complaints get directed to the concerned authority within the hospital.
- Ensuring staff availability in the outpatient department (including doctors, technicians, nurses, attenders, medical records dept staff, etc.)
- To make effective changes within the hospital system to enhance the patient experience.

SALES EXECUTIVE

Kutty Communication, Venjaramoodu, Trivandrum, Kerala
January 2019 – January 2021

- Target Achievement every month
- Tele-calling every month
- Tele-calling customer and selling Phone

BILLING AND SALESMAN

Alfa Wedding Center, Venjaramoodu, Trivandrum, Kerala
January 2015 – January 2019

- Executed billing tasks and recorded information in the company databases.
- Problem-solving and analytical skills.
- Ability to handle the stress arising from deadlines and targets.
- Able to evaluate complex situations and find solutions

PROJECT AND RESEARCH

- Tribal issues and tribal education at Nenmara, Thanal
- Human issues in society and development of human life at Nenmara, Thanal
- Rapid growth of population and Economy of India (Kerala university, Kariavattom campus)
- Treatment for child behavior problems
- Problems and living conditions of the tribal

DECLARATION

I hereby declare that the above information is true and correct.

AKHIL S.

Applicant