



## GOPIKA MANOHARAN

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### Objective

I am a fresher after completing my management degree in healthcare administration . Highly focused with a comprehensive understanding of management in healthcare as well as with a great interest to get involved in the modern day streamlined healthcare delivery and general management activities .Committed to identifying and implementing continuous improvements by getting involved in every administrative activities in an organization with a base of understanding acquired through a systematic training gained during my study period as a part of curriculum . Now, looking for a more practical exposure in the management field that is challenging and responsible. Mainly aims to become part of any organisation which will make best use of my existing skills or that could further help in my personal and professional development.

### Working History

- **Medic HR Consultancy ,Dubai, UAE** 1/09/2020 - Till date  
HR and Marketing Executive  
**Key Responsibilities :**
  - Responsible for carrying out healthcare recruitment and marketing activities .
  - Publish job ads in various networks to find potential candidates as per clients requirement through social media and other potential sources .
  - Screenings of resumes and communicating with candidates through phone screening to create a shortlist of qualified candidates as per clients requirement.
  - Maintaining a database of potential candidates .
  - Coordinate interview timings through phone and act as a liaison between company ,clients and candidates.
  - Day to day updation of digital marketing activities and creating clients by contacting them to use digital marketing for their business.
- **VPS Lakeshore ,Kochi ,India** 1/08/2016 - 31/01/2017  
Internship trainee in Microbiology Lab  
**Key Responsibilities :**
  - Carrying out culturing of daily samples .
  - Daily documentation and processings.
  - Serological analysis of daily samples.

### Education

- **Amrita Institute of Medical Sciences & Research Centre ,Kochi** 2017-2019  
Master of Hospital Administration  
First class
- **School of medical education,Kottayam** 2012-2016  
Bsc.Medical Microbiology  
First class
- **St Mary's Residential Central School,Alappuzha** 2012  
High school
- **St Mary's Residential Central School,Alappuzha** 2010  
CBSE Board exam

## Certifications

- Attended Disaster Medicine Foundation Course for Trainers at AIMS, Kochi
- Organized International Conference on Hospital & Healthcare Management-"CONCETTO" at AIMS, Kochi. (2018)
- Internship done in the Microbiology lab at VPS Lakeshore hospital (08/2016 – 01/2017)
- Organized Conference on Advancements in Microbiology "MICROCON" at School of Medical Education, Kottayam.

## Projects

- **Final year project MHA-**  
Working with the projects on Lean to minimise waste and reducing waiting time in hospital outpatient department using value streaming software and certain suggestions on improvements that could bring smooth flow of the department .
- **Mini Project MHA -**  
A workflow study of a bank and healthcare sector to find the difference between the two organizations and its working

## Skills

- Professional skills:- Able to communicate with people at all levels, Proactive and able to work to deadlines, Good level of emotional intelligence , Able to work in a team
- Personal skills :- Commitment to excellence, Treating problems or unexpected events as opportunities to learn, Motivated by exceeding targets and expectations.
- Technical skills :- Lean applications , Microsoft office packages, Internet and other basics, Operating Systems- Windows XP & Above Version

## Languages Known

- English
- Hindi
- Malayalam
- Tamil

## Interests

- Human Resource
- Marketing
- Operations

## Additional Information

Visa status : Residence visa  
Marital status : single  
Date of birth : 17/09/1994  
Passport number : T5539390 (date of expiry:02/05/2029)