

JINEESH.C.S

☎ : +971524512305

✉ : jineeshc98@gmail.com
Dubai, UAE



PERSONAL SUMMARY

To utilize the opportunities available to secure a promising, successful and challenging career by working in a creative environment, where I can apply my knowledge to the best of my ability for achieving the organizational goals, which will help me explore myself fully, realize my potential and to help in the progress of the company.

WORK EXPERIENCE

COMPANY: JANSONS MEDICAL CENTRE, DUBAI

I have 2 years & 8 Months experience in the field of Clinic in Charge and Administration.

DUTIES AND RESPONSIBILITIES

- Handle clinic's routine operations.
- Remarkable experience in dealing with local Arab patients
- Guide and support participation in patient care delivery regularly
- Examine and resolve complaints received from staff, visitors, patients and physicians
- Improve staff – patient interactions through patient satisfaction tools
- Create and execute clinic related human resource and finance objectives and customer service
- coordinate the works between patient, doctor , nurses and other department like pharmacy , insurance , admission , medical records , house keeping
- Assist management in official works
- Assess local market conditions and identify current and prospective sales opportunities
- Improve quality of customer service
- Promote clinic and doctors
- Manage budget and allocate funds appropriately
- Manage doctors, nurses and other staff in duty timings, leave approval, productivity and penalties
- Submit the reports monthly basis like collection reports, purchase report, expenditure report, patient survey report, etc.
- Monitor staff benefits, leaves, and undertake other clinic related administrative work as required.
- Checking accounts (cash collection, bank collection cheques etc.)

ACADEMIC QUALIFICATIONS

- ❖ **Bachelor Of Commerce (B.com)**
Eastern Institute for Integrated Learning in Management University – Sikkim
- ❖ **Computer Hardware And Networking - N+ - (Certified by Microsoft)**
- ❖ **ADMCA (Advanced Diploma in manual and computerized accounting)**
(TALLY.ERP9 AND PEACHTREE)
- ❖ **Higher Secondary Education**
Kerala, India

KEY SKILLS AND COMPETENCIES

- Proficient in **MEDAS E CLINIC** Software
- Technical, logical and innovative orientation.
- Good communication and presentation skills
- Flexibility and Adaptability to work in any environment
- Willingness to accept any challenge irrespective of its complexity
- Good team player and positive attitude
- Ability to resolve problems, strategically in competitive situations
- Good leadership quality
- Willing to work in convenient shift

PERSONAL DETAILS

Father's Name	:	Sankaran. C
Marital Status	:	Single
Date of Birth	:	01-02-1988
Nationality	:	Indian
Sex	:	Male
Passport No	:	R8175266
Language Known	:	English, Malayalam, Tamil, Hindi.
Hobbies	:	Travelling, Photography, Reading.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Jineesh.C.S