



GEETHUPBALAN

HOSPITAL ADMINISTRATOR

Organized and detail-oriented Administrator with **2 years** of experience in managing office operations and providing comprehensive support. Proficient in scheduling, document management, and customer service. Known for excellent communication, problem-solving skills, and proficiency in MS Office Suite. Committed to enhancing productivity and ensuring smooth business functions.

CONTACT INFORMATION

+971 557135961
+91 9995692023

geethupbalan@gmail.com

<https://www.linkedin.com/in/geethup-balan-aa8b8b225>

Sharjah, UAE

SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Attention to Detail

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

EDUCATION

INTERNATIONAL PG DIPLOMA IN HOSPITAL ADMINISTRATION (IACET) 2024

IBIS Academy Of Higher Education

BACHELOR OF COMPUTER APPLICATION | BCA | 2023

Kerala university College of Applied Science

HIGHER SECONDARY | 2016

Board of Higher Secondary Examination, Kerala, India

SSLC | 2014

Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

Java ★ ★ ★ ★ ★

C, C++ ★ ★ ★ ★ ★

Basic operations ★ ★ ★ ★ ★

Internet & Email ★ ★ ★ ★ ★

WORK EXPERIENCE

ADMINISTRATOR & OFFICE MANAGEMENT | Sep 2022-Sep 2024
EDUSOFT COMPUTER ACADEMY ,KERALA, INDIA

KEY RESPONSIBILITIES

- Efficiently manage day-to-day office operations to ensure a smooth workflow and environment.
- Organize and coordinate schedules, appointments, and meetings, ensuring effective time management for all staff members.
- Maintain and update accurate records and files, ensuring all important documents are easily accessible and securely stored.
- Handle incoming and outgoing communications, including emails and phone calls, to ensure prompt and effective information flow.
- Oversee and support office staff, providing guidance and ensuring that tasks are completed efficiently and to a high standard.
- Manage office supplies and inventory, ensuring that all necessary resources are available and replenished as needed.
- Assist with budget management, expense tracking, and financial reporting to ensure accurate and efficient financial operations.
- Provide excellent customer service by addressing inquiries and resolving issues promptly and professionally.
- Ensure office policies and procedures are followed, and update or develop new policies as needed to improve efficiency and compliance.
- Oversee the maintenance and functionality of office equipment and technology, ensuring minimal disruptions to operations.
- Organize and manage events and training sessions, coordinating logistics and ensuring successful execution.
- Ensure the office complies with health, safety, and regulatory requirements, maintaining a safe and compliant work environment.

CERTIFICATIONS

Android developing Course - 2022
SoftenTechnologies,Ernakulam

PROFESSIONAL SKILLS

- Office Administration
- Office Management
- Administrative Support
- Calendar Management
- Meeting Coordination
- Travel Arrangements
- Data Entry
- Record Keeping
- Document Management
- Filing Systems

LANGUAGES

English 100 %
Malayalam 100 %
Tamil 80 %

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female
Date Of Birth : 11/04/1998
Nationality : Indian

PASSPORT DETAILS

Passport Number : X2838663
Date Of Issue : 25/01/2024
Date of Expiry : 24/01/2034
Visa Status : Visit

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

GEETHU P BALAN