



## 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

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Sharjah, UAE

#### 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	★ ★ ★ ★ ★

#### SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Attention to Detail	
Problem Solving Ability	Hardworking	Positive Attitude	Honesty

#### 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	<div></div>	100 %
Malayalam	<div></div>	100 %
Tamil	<div></div>	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