



# HARSHA K. H

## ADMINISTRATION ASSISTANT

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### EDUCATION

- DIPLOMA IN HOSPITAL ADMINISTRATION (TUV-SUD)**

International School of Skill development  
from 2024

- MIS WITH TALLY**

E – specific solution ,Edappal From 2022

- BACHELOR OF SCIENCE – COMPUTER SCIENCE**

Calicut university ,Ponnani 2018

- HIGHER SECONDARY IN COMPUTER SCIENCE**

Board of higher Secondary Examination  
From 2015

### PERSONAL INFORMATION

- Nationality: India
- Date of Birth :25 OCT 1997
- Gender: Female
- Status: Visit Visa

### PASSPORT DETAILS

- Passport No: V0861279
- Place of Issue: India
- Date of Issue:26/03/2021
- Date of Expiry:25/03/2031

### LANGUAGE

- English
- Hindi
- Malayalam

### CAREER OBJECTIVES

Highly organized and detail-oriented Administrator with 2 years of experience in managing operations and ensuring the delivery of highly-quality patient care, Adept at coordinating administrative functions , optimizing workflows,and implementing policies that enhance efficiency and compliance.Strong interpersonal and leadership skills,with a communicate to fostering a collaborative and supportive work environment .

### WORK EXPERIENCE

#### Internship 3 Months Edappal Hospital Pvt. Ltd.

2024 –PRESENT

##### Administration Department

- Oversee daily operations od hospital departments, ensuring adherence to healthcare regulations and policies. Implement efficient workflow processes to improve overall operational performance.
- Enhance patient care by coordinating services, handling patient inquiries and complaints and ensuring timely resolution of issues. Implement patient feedback mechanisms to improve service quality.
- Maintain accurate records of hospital operations, including patient admissions, staff schedules, and inventory. Ensure confidentiality and security of sensitive information.

#### Worked as a Billing Department in Amana Mall

2019–2021

##### Edappal, Kerala– India

- Managed the front desk area, including handling phone calls, emails, and in-person inquiries. Ensure the reception ares is clean, organized, and welcoming at all times.
- Scheduled and managed appointments for mall services such as personal shopper consultations or mall events. Coordinate with store representatives and customers to ensure timely and efficient service.
- Performed genneral adminisrative tasks such as data entry, filling and maintaining records. Assist with mail distribution and other office tasks as needed.

### SKILLS

- Communication and Interpersonal Skills
- Record keeping and data management
- customer relationship management
- Microsoft office
- MS Word
- Ms power
- Spreadsheet
- Email& Internet Browsing
- Ms Excel

### REFERENCES

Carolyn Fransis– ISSD  
Soft skill Faculty/ISSD  
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Lissymol Binu– ISSD  
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