

# Prabitha K B

## Administration

Healthcare management professional with 3 years of experience in facility oversight looking to take next step in career progression. Past roles have helped build experience in healthcare regulatory compliance, clinical processes, public relations, budget and financial analysis. Have excelled in every prior position, producing results and growth that have exceeded expectations.



✉ prabitha.kb07@gmail.com

☎ 971501427986

## WORK EXPERIENCE

### Patients Relations Officer AHALIA HOSPITAL ,PALAKKAD INDIA

10/2018 - 12/2021

palakkad

After establishing itself in the U.A.E., Ahalia Group spread its wings to India with the establishments in Palakkad, Kerala in 2005

#### Achievements/Tasks

- Greeting patient wisely.Helping them in there queries. Registering the new patients,Review old patients.Billing & Cash collections.
- Interacts with patients and family members, provide emotional support and facilitate their access to hospital Resources.
- Directing patients to concerned department and doctor, communicating with all departments,Dealing with Patient Queries,Telephone answering,Daily calls to the patients after discharge and second call after a week
- Dealing with daily Administration duties ,Implementation and evaluation of policies and procedures for patient rights.
- Implementing procedures and policies for employee and patient safety.
- Maintenance of Medical Records and Registers, Providing information about facilities programs and other services.Any complaints from patient, coordinates it with HOD & solve the problems.

Contact : DR LESHMA VIJAY (QUALITY MANAGER) -  
Ahalia Hospital. - daaq1@ahalia.in ph:04923225444

### HR Trainee TECHNO CHEMICAL INDUSTRIES,CALICUT INDIA

Contact : Mr. Pradeep kumar MD ,Techno chemical industries pvt  
ltd,calicut) Ph:91-9744000333

### Cashier DHANAKODI CHITS PVT LTD WAYANAD, INDIA

## EDUCATION

### MBA University of calicut 06/2012 - 05/2014

### Bachelor of commerce Amrita university 05/2009 - 07/2012

## SKILLS

Communicational and interpersonal skills

Leadership skills

Work independently or group

Avid listener

Ability to facilitate change

## PERSONAL PROJECTS

A study on Health Safety And Welfare Measures of Hindustan Machine Pvt Ltd(HMT) In Bangalore City

A study on Analysis Of Agricultural Loans In Service Co-Operative Bank Vythiri, Wayanad

Industrial visit on more than 5 companies

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Limited Working Proficiency

Malayalam  
Native or Bilingual Proficiency

Tamil  
Limited Working Proficiency

## INTERESTS

MS OFFICE

WINDOWS, linux