

# MAHESH NALLA



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📍 Bur Dubai, Dubai, UAE 📅 07/06/1987

🇮🇳 Indian 📄 V6973349, visit visa

💍 Married 👤 Male

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## Profile

Ability to handle the administrative care of patients with accuracy and speed. Experienced and dedicated Clinic Coordinator with valuable experience in both private health services and hospital departments. Provide quality support to all nurses, doctors, and medical personnel. Uphold the integrity and privacy of patients by keeping all files completely confidential. Passionate about being an integral part of a medical center's success, and thus contributing to the excellent care of those in need.

## Skills

customer services,  
Ability to Work Under Pressure,  
Leadership and Management,  
Effective Time Management,  
Microsoft Office Package, Tally ERP

## Professional Experience

### Senior Executive,

*Ashwini Multispeciality Hospital*

2018 – 2022 | Hyderabad, India

- Supervise daily administrative operations and Answer queries from doctors, nurses and healthcare staff.
- Maintain organized medical and employee records and Monitor administrative staff's performance.
- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.
- Handled payments and filed all financial transactions and receipts.
- Processed payroll and distributed paychecks to employees.
- Assisted employees and visitors with tasks as needed.
- Served as a direct assistant to Production Supervisor, supporting all aspects of production and office management.
- Problem solved for each department to maintain timely completion of parts and meet strict deadlines.
- Documented preparation and implemented an effective organizational system.

### Executive, Max Care Hospitals

2016 – 2018 | Hyderabad, India

- Worked to alleviate executive overload by handling all customer interactions for company including walk-ins, email, phone, and fax interactions.
- Performed thorough reviews of medical records at hospitals throughout the state prior to completing CDC case report forms.
- Supported clients with technical resources, adding to success in sales.
- Served as a friendly and helpful first point of contact in the front office.
- Effectively planned future engagements and projects as needed.
- Brought forth a strong understanding of human anatomy and oral hygiene.

## Organizations

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### **White Volunteer's Foundation,**

*Relationship Officers*

2019 – 2021 | Hyderabad, India

Government schools kids are coming to schools with empty stomachs and many kids are not coming to the schools. To eradicate malnutrition problems in school children and to reduce the dropout ratio in government schools started Project Nityapaalamrutam.

## Education

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### **MBA . Healthcare & Hospital Management,**

*University Of Hyderabad*

2010 – 2012 | Hyderabad, India

### **Master Of Business and administration,**

*MallaReddy College Of Engineering and Technology JNTUH*

2007 – 2009 | Hyderabad, India

**Bachelor Of Arts,** *Government Degree College , Osmania university*

2004 – 2007 | Hyderabad, India

### **Front Office Executive,**

*Padmavathi Gastro & Liver Hospital*

2013 – 2016 | Hyderabad, India

- Managed front-end and back-end development in the company's Portfolio Analyst, Employee Track, and Account Management systems.
- Managed the office database, mail, payroll distribution, and the physical setting of the front office.
- Successfully managed all front desk operations.
- Greeted and assisted all guests with hospitality.
- Managed online and phone reservations.

## Languages

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English	● ● ● ● ●
Hindi	● ● ● ● ●

## Declaration

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

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**Nalla Mahesh**  
Dubai, UAE