



GOKUL JAYAN

PATIENT RELATION EXECUTIVE

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✉ gokuljayanps@gmail.com

📍 Flat-F4, building-B63, Muteena,
Deira, Dubai

EDUCATION

**Bachelor of Science in
Medical laboratory technology**
Sikkim Manipal university
2014-2019

Plus Two
SNGHSS Trivandrum
2010-2013

EXPERTISE

Lab Technology (certified)

Phlebotomy (certified)

MS office (Non certified)

G-Engineer (auto cad
2D&3D, 3dD Max) (certified)

PARAMEDICAL REGISTERED

Association of Allied Health Professionals
(AAHP Kerala in India)

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

PROFESSIONAL SUMMARY

Patient relation Executive with One years and Nine month of experience optimizing productivity, efficiency, service, and quality across various environments. Dependable professional that blends advanced organizational, technical, and business acumen.

WORK EXPERIENCE

○ PATIENT RELATION EXECUTIVE

Jan 2022- Nov 2023

IRUDAYAMS HOSPITAL(P)LTD

- Scheduling patient appointments and making reminder calls
- Collaborate with the doctor and patient needed
- Managing paperwork and collecting payment for treatment
- Train new interns in office management procedures.
- Developed a new system for effective potential client follow-up.

○ LAB TECHNICIAN

Dec 2019- Jan 2022

LIFE LINE LABORATORY

Specialisations include biochemistry, haematology, and phlebotomy. Maintain daily QA and QC. equipment record books to document information. Maintains glassware, logs, and record books for laboratory workers; troubleshoots and resolves problems; and assists with special projects.

○ Lab Technician Trainee

Mar2019 - Feb2020

KIMS HEALTH CARE Pvt.Ltd | Trivandrum, Kerala, India

Accreditation- NABL, NABH, ACHSI INTERNATIONAL, EPIHC, NNF-
Level III Beds-1800+

REFERENCES ARE AVAILABLE ON REQUEST.