RESUME Name: phanisundaram.darbha  
 Email: [phanisundaram@gmail.com](mailto:phanisundaram@gmail.com)  
 Contact: +919491101116/9059377443

**Objective :**

To continue my career with an organization that will utilize my management supervision, administrative skills to benefit mutual growth and success

**Work experience :**

Worked as a Floor Manager in VARMA Hospital’s(150bedded) from 03/12/2014 to 10/07/2015.

Worked at SRI SATYADEVI POORNA Nursing home (20bedded) as an in-charge and public relation officer from 02/01/2012 to 30/11/2014.

**Education :**

Post Graduate Diploma in Hospital and Healthcare Management (October -2015)

Bachelor of Business Management

Intermediate (Bi.p.c)

SSC

**Roles & Responsibilities**:

* Co-ordination with all departments.
* Front office maintenance.
* If any front office executive on leave or absent and arrange the duty roster accordingly.
* Informing about the newly arrived patient to the consultant, DMO and dietician.
* Go for IP rounds daily to check the care sheets sign.
* Coordinating the shifting of patient from wards to ward to wards or ICCU to OT.
* Co-ordinate with other departments like nursing, dietary, billing , maintenance & follow up of discharge summary explaining the discharge medication.
* In case of insurance patient pre – auth form to be collected and filed in the case sheet.
* Collecting the patient feedback before the patient leaves the room.
* Ensuring smooth patient flow.
* Feedback from Doctors.
* Minimizing the patient time and process.
* Coordinating with patients till they walk out.
* Maintaining Register in consultation room and investing Room.
* Maintaining employee attendance and monitoring staff leave and timings.
* Arranging alternative staff and doctors while they are on leave.
* Manpower planning.
* Capable to training the newly joined staff.
* Handling VIP patients.
* Involving the day to day operations of the hospital.
* Check for the fresh stock of bed sheets, pillows, blankets &towels.
* Any complaints regarding maintenance should be informed to the maintenance depart through the maintenance requisition book.
* Conducting health camps in villages.
* Ambulance maintaining(trips).
* Night hospital rounds for smooth running.

**Computer skills:**

Tally (ERP9)

Ms – office

Ms – excel

Diploma in Web Designing

**Additional skills:**

hospital printing ads, brochure designing

**Knowing language’s:**

Telugu

English

Hindi

**Personal Information:**

Father’s Name : D.V.S.Suryanarayana

Gender : male

Age : 24

DOB : 29/08/1990

Marital status : single

**Address:**

2-87

Jyosyula street

Gollalakoderu

Palakoderu(m)

West Godavari(dst)

Andra Pradesh.

**Declaration:**

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

**Date:**

**Phani sundaram.darbha**

**Place:**