



# UMMER P

## ADMINISTRATOR

📍 Rasheed P.A. R Hotels Accommodation  
Behind Jabe Ali Police Station  
Jabel Ali, Dubai-United Arab Emirates

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### SUMMARY

Hospital Administration graduate with expertise in healthcare policies, **NABH/JCI accreditation standards, HIPAA compliance**, medical billing, and quality assurance. Skilled in HR assistant & hospital workflow optimization, patient data management, **EHR/EMR systems, SAP, Tally, MS Excel, and MS Word**. Proficient in regulatory compliance, hospital operations, and patient service coordination. Strong problem-solving, communication, and organizational abilities with a focus on quality patient care, operational efficiency, and healthcare service excellence.

### EDUCATION

#### Hospital Administration (2024)

Adi Group of Institutions, Kochi-Kerala

#### PG Diploma in Hospital Administration Course

(1 years)

Adi Group of Institutions, Kochi-Kerala

#### Bachelor of Business Administration

(2023)

Bharathiar University Coimbatore (Degree BBA)

### WORK EXPERIENCE

#### Hospital Administrator / HR Assistant

Ardram Hospital, Malappuram Kerala-India, January 2025

- Oversaw daily hospital operations, ensuring seamless patient services and administrative functions.
- Assisted in end-to-end recruitment process including job postings, resume screening, interview scheduling, and onboarding of new employees
- Handled documentation patient inquiries and appointment management efficiently  
Reference: +91 7356280280 / +91 7356290290
- Supported payroll processing by preparing attendance reports & verifying employee work hours.

#### Assistant Front Office Manager (Full Time)

Swiss Group of India PVT LTD (Swiss watches Boutique) Kochi, Kerela-India. 1 Year-2024

Reference: +91 48440407007

#### Manager Incharge (Full time)

Greenfield Sports Hub Naduvattom Malappuram-Kerela-2 Years 2021- 2023

### CERTIFICATIONS

Skill Development Course in International Healthcare Management

On-the-Job Training Program at Govt. Press Shoranur (3-11-2016)

### PROFESSIONAL SKILLS

- Customer Service
- Time Management
- Front Desk Management

### LANGUAGES

- Hindi
- English
- Malayalam