



# 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, Kerala-India. 1 Year-2024

Reference: +91 48440407007

### Manager Incharge (Full time)

Greenfield Sports Hub Naduvattom Malappuram-Kerala-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