



SADIQUE T. P.

HEALTHCARE OPERATIONS MANAGEMENT PROFESSIONAL

+971 52 214 7491

mailto:sadiquetp0007@gmail.com

DUBAI, UAE

CAREER OVERVIEW

I am a highly passionate Hospital Management Professional with sound knowledge in patient relations, patient safety, quality management & HR operations.

EXPERTISE

- ♦ Patient Centric
- ♦ Patient Safety & Education
- ♦ Front Office Management
- ♦ Health Insurance
- ♦ Patient Privacy
- ♦ Day to day operations
- ♦ Departmental SOPs

STRENGTH

- ♦ Sound knowledge in Hospital Management
- ♦ Good analytical and problem-solving skills
- ♦ Strong motivation skills, Quick and self-learning ability, and a good team player
- ♦ Effective communication skill
- ♦ Attention to detail with the ability to handle multiple tasks

TECHNICAL EXPERTISE

- ♦ HIMS
- ♦ Clinic Management System
- ♦ Basic knowledge in eClaim Portal
- ♦ Basic knowledge of Computer as Office, excel and Internet, etc.

EDUCATION

Diploma in Hospital Management (2021)

Cedars International School of Management & Science

Well-versed in the following areas of Hospital Management professionally.

- Standard Operating Procedures
- Principles of Management
- Marketing Management
- Managerial Communication
- Organisational Behavior
- Change Management
- Fundamental of Healthcare Administration
- Hospital Planning
- Hospital Administration Strategic Management

B.A Functional English

Calicut University, Kerala, India

Higher Secondary

Board of Higher Secondary Examination, Kerala

LANGUAGES

English, Arabic, Malayalam & Hindi

PERSONAL DEMOGRAPHICS

Date of Birth : 02/04/1991

Marital Status : Married

Nationality: Indian

Permanent Address: Thazhe Conagatt (H), Paranoor (PO), Pullaloor, Kozhikode, Kerala, India

Favorite Quote

"If I have the belief that I can do it, I shall surely acquire the capacity to do it, even if I may not have it at the beginning"

~ Mahatma Gandhi



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WORK EXPERIENCE

Trainee Patients Relations Officer

Dr. Wilson and CREW hospital management (August - November '21)

- ♦ Coordinated activities related to admission of patients in hospital or other medical facilities: Confers with physicians, and nursing, housekeeping, transport, and other staff members to coordinate and schedule admission of the patients.
- ♦ Assigned accommodations based on physician's admittance orders, patient's preference, nature of the illness, availability of space, and other information, and enters bed assignment information into computer.
- ♦ Prepared records of admission, transfer, and other required data.
- ♦ Notified departments of patients' admission.
- ♦ Reviews clerical work of interviewers and other personnel.
- ♦ Kept records of admissions and discharges, and compiles occupancy-census data.
- ♦ Taken care of patients or patient's representatives to obtain necessary personal and financial data to determine eligibility for admission.
- ♦ Performed duties described under patient relations officer.

Relationship Manager (1 year)

Maruti Suzuki (Nexa)

Hospital Management Associate (3 months Internship)

Dr. Wilson & Crew

Sales & Marketing (3 years)

Malabar Gold & Diamonds Saudi Arabia

Sales & Marketing (2 years)

Malabar Gold & Diamonds, Dubai U.A.E

Favorite Quote

"Every individual has to perform his duty. Man is mortal, but his work is not.
Therefore, work is greater than wealth."

~ His Highness the late Sheikh Zayed bin Sultan Al Nahyan