



# ARUN K P

## ADMINISTRATOR

Doha-Qatar

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Arunkpofficial00@gmail.com

Arun kp

## PROFILE INFO

Seeking a challenging position in a progressive organization to improve my knowledge and professional qualities, I utilize my skills and abilities and hone them to achieve excellence and to work dynamically towards the growth of organization.

## EDUCATION

GRADUATION 2019-2022

- B com finance and taxation

HIGHER SECONDARY 2018

- Board of higher secondary

## CERTIFICATION

- HOSPITAL ADMINISTRATION (2021)

## SKILLS

- File management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGE

- English
- Tamil
- Hindi
- Malayalam

## WORK EXPERIENCE

**BAB ALNUHA TECHNICAL SERVICES, DUBAI**  
**ADMINISTRATOR**

JUN 2024 - MAY 2025

- Performed financial duties including salary preparation and payroll.
- Performed a variety of clerical tasks such as document controlling, support co workers etc.
- Preparing contracts or agreement for clients and suppliers.
- Booking travel arrangements for workers.
- Answering phone calls by dealing with workers and making emails.
- Processing and filing of the invoices.
- Daily control and distribution of incoming/outcoming correspondence and email
- Keep, track and update of company legal and regulatory documents.

**ARDEN HOME HEALTH CARE PVT LTD, INDIA**  
**BRANCH MANAGER**

2022 - 2024

- Recruit, hiring, and coordinate the training of new staff members
- Design and implement business strategies to help the clinic to meet organizational goals.
- Manage staff by assigning and delegating task as needed.
- Develop protocol and procedures to improve staff productivity.
- Responsible for the quality of patient services and continuous improvement of customer satisfaction.
- Plan and manage clinic budgets and approve payroll.
- Schedule meetings and prepare other documents.

**ARDEN HOME HEALTH CARE PVT LTD, INDIA**  
**PATIENT RELATIONSHIP COORDINATOR**

- Monitor patient care quality and room arrangements.
- Create home care patients records and to arrange nurse for patient care.
- Dedicate to improve the patient and family/representative experience through the investigation of their complaint concerns and other feedback receive.
- Address patient inquires and, provide information.
- Patient care assessment taking and feedback collection.
- Coordinate between patient and medical staff to ensure the timely delivery of care.

## **COMPETENT**

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- Excel
- Word
- Power Point
- outlook

## **MEDLINE HEALTH CARE CONSULTANCY, INDIA ADMIN ASSISTANT**

2021 - 2022

- Making and answering phone calls and mails.
- Carry out administration duties such as typing ,copying ,scanning.
- Process filing of the invoices.
- Scheduling meeting and booking travel arrangements.
- Assist in the preparation of regularly scheduled reports.
- Submit and reconcile expenses report.

## **DECLARATION**

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I declare that the information provided in the resume is true and accurate to the best of my knowledge .

**Arun K P**