

# Amal Raj

Thundeyathu House Naranganam North PO Pathanamthitta 689642  
8921536953 | araj77049@gmail.com

## Objective

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Detail-oriented professional with an Advanced Diploma in Hospital Administration, equipped with a strong foundation in healthcare operations and administrative procedures. Actively seeking entry-level roles in healthcare administration to support smooth day-to-day operations. Proficient in office management, scheduling, and handling confidential records with discretion. Committed to contributing strong organizational skills and a passion for healthcare in a dynamic administrative environment.

## Experience

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- MGM Muthoot Hospitals, Kozhencherry** 2023 - 2023  
Radiology Department Intern MGM Muthoot Hospitals, Kozhencherry Hospital,  
Assisted in front office tasks including patient coordination and appointment scheduling.  
  
Gained hands-on experience with hospital billing software for patient record management and invoicing.  
  
Learned to operate and manage basic functions of radiological scanning software under supervision.  
  
Acquired foundational technical knowledge related to X-ray, CT, and MRI procedures.  
  
Collaborated with the radiology and administrative teams to ensure smooth departmental workflow.

## Education

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- Adi Institute of Management Studies - Kochi** 2023 - 2024  
Diploma in Hospital Administration  
(Pass out)
- Muthoot Collage of Allied Health Science - Pathanamthitta** 2020 - 2023  
Diploma in Radiological Technician (D R T)  
(Pass out)
- Sree Vijayanandha Vidhyalaya Higher Secondary School - Pathanamthitta** 2017 - 2019  
Higher Secondary
- Sree Vijayanandha Vidhyalaya Higher Secondary School - Pathanamthitta** 2016 - 2017  
SSLC

## Skills

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- MS Office
- Tally
- SAP
- Internet and Emailing
- Communication
- Confidence
- Problem Solving

## Interests

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- Front Office Executive
- Billing and documentation executive
- Human Resource Department
- Medical Recording Department
- Public Relation Department
- Quality Control Department
- Guest Relation Department