

BINU.KU

Jleeb Al – Shuyoukh

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Career Objective: To work in a way such that to use my knowledge in Hospital Administration and new technologies in healthcare to practice and with it to do something good for the Society and Nation.

WORK Experience

- Working in **Dar Al Saha Polyclinic, Kuwait** as a **Junior Executive in Administration** from April 2008 onwards
- Worked in **Amrita Institute of Medical Sciences and Research Center** as **Telemedicine Junior Executive** from July 2005 to November 2007.
- Worked in **Thekkekara Hospital, Kottayam** as an **Assistant Administrator** from November 7th 2007 to April 2008

Technical Knowledge

Handling video conferencing devices and its software, basic knowledge in visual basic and JavaScript

Education

Post Graduation

M.Sc. Hospital Management from Amrita Institutions, Cochin (Cochin University of Science and Technology) in 2005 with first class (Grade – 7.79).

Graduation

Completed B.Sc. **Chemistry** from Mahatma Gandhi University in 2003 with 61.4% marks.

College and Schooling

Completed Pre-Degree from Mahatma Gandhi University with 50% marks.

Completed SSLC under Education Department of Kerala with 73.33% marks .

Area Of Interest

Administration, Co-ordination, public relations or any other Management field related to healthcare and my qualification.

Projects Undertaken

1) PROPOSAL TO REVAMP PATIENT FINANCIAL TRANSACTIONS IN FINANCIAL INFORMATION COUNTER WITH A MARKETING PERSPECTIVE AT AIMS

Project characteristics: Revamping the existing financial information counter using newer technologies in **Marketing, Cost analysis study, Time and Motion study** etc

The project is done at Amrita Institute of Medical Sciences, Cochin as a part of M.Sc. **Hospital Management** curriculum for a period of six months.

Present Job Responsibilities in Dar Al Saha Polyclinic, Kuwait

1. Plan and schedule meetings and appointments.
2. Organize and maintain paper files and other records.
3. Manage information by using telephone, mail services and e-mails.
4. Provide training and orientation to new staff.
5. Preparing reports and documents, track employee attendance.
6. Maintain confidentiality of protected or sensitive materials or information received by mail, fax, telephone and discussions.
7. To provide administrative support to the administrator for smooth functioning of the hospital
8. Responsible in preparing correspondence such as –letter memos, reports and prepare presentation materials for various meetings.
9. Should need phone manners, interpersonal skills and be able as a multi task in a fast paced environment.
10. **To implement Telemedicine in the Present organization.** This is a project and now the stage of implementation

2) Managerial Experience

Coordinator and controller for the activities of **Telemedicine** in Amrita Institute of Medical Sciences temporary centre Pamba.

For Sabarimala pilgrims who fall seriously ill during the arduous trek in the hill-shrine, the tele medicine centre in Pamba is a godsend. Amrita Institute of Medical Sciences operates this centre; Unit is equipped for optimal emergency care. Coordinating and supervising the activities of this centre for the period of Sabarimala season.

Worked as a supervisor for Amrita diabetic footwear factory, coordinator for arranging Amrita diabetic welfare association camps (ADWA) and worked as a coordinator for publication of magazine for diabetic patients.

Coordinator for **United Nations Telemedicine Conference** conducted at AMRITA on August 29th, 30th and 31st 2006. This was an expert meeting conducted by United nations office for outer space affairs (UN – OOSA). “Telemedicine in the Reconstruction of Afghanistan” was the name of this pilot project of United nations, India and USA.

Coordinator for **biennial medical informatics and Telemedicine conference** 2006 (MEDITEL 2006), hosted by the Centre for Digital Health, Amrita Institute of Medical Sciences and research Centre on 24th, 25th and 26th of November. The theme of the conference is “Healthcare, education and research: Building bridges through informatics”. This conference was organized by Medical Computer Society of India

3) VRC NETWORKS

Active team member in the implementation of Satellite based village resource center in organizations managed by **Mata Amritananda Mayi Math**. This is a joint venture of **AMRITA INSTITUTIONS AND INDIAN SPACE RESEARCH ORGANIZATION (ISRO)**.