

CURRICULUM VITAE OF KAVIYA M.

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SUMMARY

STRENGTH- Love their work and work places and coordination & suggestions to the group persons.

EDUCATIONAL QUALIFICATION

QUALIFICATION	NAME OF THE INSTITUTION	PASSING OF THE YEAR	MARKS
PGDHA (Postgraduate Diploma in Hospital Administration)	Christian Medical College (CMC), Vellore	2017	
DMLT	Adhiparasakthi College of Arts & Science (Autonomous), Thiruvalluvar University	2015	64%
B.Sc., Biochemistry	Adhiparasakthi College of Arts & Science (Autonomous), Thiruvalluvar University	2015	74%
12 th	V.K.V.M. Govt. Girls Higher Secondary School, Velapadi	2012	60%
10 th	V.K.V.M. Govt. Girls Higher Secondary School, Velapadi	2010	64%

RESEARCH EXPERIENCE / TRAINING

- “Basics in Food Analysis Techniques” course of 3 days theoretical and practical training as an analyst trainee at Refsyn Biosciences Pvt.Ltd, Pondicherry, India.
- Hospital Disaster Management Course – “Basic Level in Accordance with the National Hospital Safety Guidelines of Govt. of India” on 27th Nov, 2016 at Isabel’s Hospital, Chennai – Organized by Emmanuel Consulting.
- 2 days of Training programme on March 25th & 26th 2017 in “Economic principles of health care intervention for evidence based medicine”, was conducted by Indian Society of Health Administrators (ISHA), Bangalore.

SKILLS – TECHNICAL

Biochemistry, Allied Microbiology, Biostatistics, Histopathology, Hematology and Clinical Pathology

Hospital Administration– Quality, Marketing, Internal audit, Hospital Maintenance, Human resources management, Accounts, OPD services, Purchases, Stores etc.,

SKILLS – NON-TECHNICAL

- Basics computer knowledge – Microsoft office Word, Excel, PowerPoint, C++.
- Advanced Diploma in Digital Pre Press (ADDP), Completed by CSC Softview, Vellore.

SEMINARS / CONFERENCE

- “Entrepreneurship Development for life sciences”, ED BIOZ’ 13 Conducted by Adhiparasakthi College of Arts and Science, Kalavai.
- Enviro club – Green planet ’13 Guest Lecture & State Level Competition on “Save Water” in 19 Feb 2013- Department of Biochemistry, Auxilium College (Autonomous), Vellore.
- 27th National Science Day Celebration, Scigather 2013 held at VIT University, Vellore on 28th Feb, 2013.
- State Level Seminar on Recent Trends in Biosciences organized by P.G. & Research Department of Biochemistry on 5th September 2013.
- “Test in Aptitude and Communication (TAC)” conducted by Shakespeare Institute of English Studies in Dec 2013 and secured First class.

- State level workshop on Analytical Technique HistoBioz '14 - Adhiparasakthi College of Arts and Science, has participated in one day workshop on “Histopathological Techniques”, held on 20th March 2014.
- Conference on “Innovative Skills in Bio Sciences”, 16th September 2014, organized by the P.G. & Research Department of Biochemistry and Department of Microbiology, K.M.G. College of Arts and Sciences, Gudiyattam, Vellore Dist.
- “Test in Spoken English (TSE)” conducted by Shakespeare Institute of English Studies in Dec 2014 and secured First class.
- JCI Vellore -2nd prize in the Science Quiz Competition held at District Science Centre, Vellore on 27th Feb 2015.
- National Seminar on “Nanomedicine and Phytotherapy- Current Scenario and Future Prospects- (NMPT-2015)” Organized by PG & Research Department of Biochemistry, Islamiah College (Autonomous), Vaniyambadi, Vellore Dist, Tamil Nadu on 11 & 12th March 2015.
- “Hospital Day 2016” on Dec 2nd & 3rd 2016 was conducted by Christian Medical College (CMC), Vellore.

POSTERS / PAPERS PRESENTATED

- Presented on poster as a speaker in the National Level Conference on “Environmental Molecular Toxicology” EMTOX-13 on 2nd March 2013 in Indo-American College, Cheyyar.

HOBBIES:

- Drawing, Painting, Singing, Photoshop, and hand crafts.

CURRENT OCCUPATION

I have completed my PGDHA (Postgraduate Diploma Hospital Administration) course in Christian Medical College (CMC) July 2017 and finish my 6 Months of Internship.

PERSONNAL DETAILS

D.O.B. : 04.01.1995

Father Name : Muthukumar V. (late)

Marital Status : Single

Language known: Tamil and English

Address : No; 137, Thiruvalluvar street, Virupatchipuram, Vellore-632002, Tamil Nadu.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

REFERENCES

1. Dr. Samuel NJ David

Senior Manager and Head of Department,

Department of Hospital Management Studies & Staff Training and Development in CMC
Christian Medical College (CMC), Vellore-4.

Mobile no: 9940840108

2. Mrs. Sonia Valas

Department of Hospital Management Studies & Staff Training and Development in CMC
Christian Medical College (CMC), Vellore.

Mobile no: 9944622032

Thanking you,

Date:

Yours Faithfully,

Place: Vellore

(KAVIYA M.)