**CIRRICULUM VITAE**

**VEENA JOSEPH CHAVELIL**



Contact details:

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Poozhikol P.O, Kaduthuruthy

Kottayam-686604

**CAREER OBJECTIVES**

* To build upon and enhance my professional skills in a reputed and dynamic organization that gives me the opportunity to evolve in a professional manner.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the School\institute** | **Name of the board\university** | **Year** | **Percentage** | **Qualification** |
| School of Medical Education. | MG University | 2015-2017 | 77%  (**First Rank** In university) | Master of Hospital  Administration |
| Medical Trust College of Nursing | MG University | 2007-2011 | 64% | BSc. Nursing |
| Providence Girl’s Higher Secondary School | Kerala state board | 2007 | 74% | Plus Two |
| Providence Girl’s Higher Secondary School | Kerala state board | 2005 | 83% | S.S.L.C |

**PROJECT TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Project** | **Duration of study** | **Course** | **Project Description** |
| “Assessment of Knowledge among diabetic patients regarding complications of insulin therapy in Medical Trust Hospital, Ernakulam.” | 15 days | BSc. Nursing | Project was done as a part of 4th year BSc. Nursing course |
| “An organizational study of Mercy Hospital, Thalayolaparambu”,Kottayam | 21 days | MHA | Project was done as a part of 1st semester MHA course |
| A gap Analysis of the standards of Human Resources Department at Caritas Hospital in compliance with NABH Guidelines | 21 days | MHA | Project was done as a part of 2nd semester MHA course |
| A gap Analysis of the standards of Intensive care unit at Unity hospital, Mangalore in compliance with NABH Guidelines | 21 days | MHA | Project was done as a part of 3rd semester MHA course |
| A study on cashless hospitalization and how discharge delays affects the cashless insurance process at Rajagiri hospital, Aluva and recommendations to reduce the time lags. | 60 days | MHA | Project was done as a part of 4th semester MHA course |

**PROFESSIONAL EXPERIENCE**

Working as a part of **JCI and NABH accredited, CAHO and Nursing Excellence certified, Rajagiri Hospital**, Aluva as Junior Executive in Department of Operations since June 1st 2017 onwards.

**PERSONAL INFORMATION**

NAME : Veena Joseph Chavelil

GENDER : Female

MOBILE NO : 9496801795

EMAIL ID : venusantony@gmail.com

FATHER’S NAME : Joseph Thomas

DATE OF BIRTH : 14-06-1988

LANGUAGE PROVISIONACY : English, Malayalam, Tamil

HOBBIES : Reading and writing books

MARITAL STATUS : Single

STRENGTHS : Communication skills

Leadership Quality

Motivational Skills

Computer skills

**ACHIVEMENTS**

* Achieved **First Rank for Master of Hospital Administration from M G University.**
* Has been awarded **as Best Manager** in the **Best Archon Competition** in the National Conference **“CONCETTO 2016”** organized by Department of Hospital Administration, Amrita Institute of Medical Sciences and Research Centre, Kochi On 20th and 21st May 2016.

**SCIENTIFIC PAPER PRESENTATIONS DONE**

* Presented a scientific paper (poster) on the topic, “Assessment of Knowledge among diabetic patients regarding complications of insulin therapy in Medical Trust Hospital, Ernakulam”, in “**MEDALLION 2016”**, International Conference on Current Trends in Public Health & Hospital Administration, held on 26th and 27th 2016organized by Division of Health Management, MG University, Kottayam.
* Presented a scientific paper (poster) on the topic, “A gap Analysis of the standards of Human Resources Department at Caritas Hospital in compliance with NABH Guidelines”, in **“EMPRESARIO COMPETITION-MEDALLION 2017”**, International Conference on Current Trends in Public Health & Hospital Administration, held on 17th and 18th 2017 organized by Division of Health Management, MG University, Kottayam.

**CONFERNCES ORGANISED**

* Organised an International conference as a part of MHA curriculum **“MEDALLION 2016”,**on the topic “International Conference on Current Trends in Public Health & Hospital Administration”, held on 26th and 27th 2016 organized by Division of Health Management, MG University, Kottayam.
* Organised an International conference as a part of MHA curriculum “**MEDALLION 2017”,**on the topic “International Conference on Current Trends in Public Health & Hospital Administration”, held on 17th and 18th 2017 organized by Division of Health Management, MG University, Kottayam

**CONFERNCES ATTENDED**

* Participated as a member of the organizing committee in **“MEDALLION 2016”**, International Conference on Current Trends in Public Health & Hospital Administration, held on 26th and 27th 2016 organized by Division of Health Management, MG University, Kottayam.
* Participated as a delegate in the National Conference **“CONCETTO 2016”** organized by Department of Hospital Administration, Amrita Institute of Medical Sciences and Research Centre, Kochi On 20th and 21st May 2016.

* Participated in the One day conference on Materials Management in Healthcare, **RASTHA -**Road Ahead for Strategic Thinking in Hospital Administration, held on 6th August 2016 as Delegate.

* Participated in the **6th International Patient Safety Congress-2016,** held on 21st and 22nd October, 2016 at ITC Grand Chola, Chennai, as Delegate.
* Participated in the CME: Conference**, SASH 2016** as a Delegate held from 11-13 November 2016 at AFMC, Pune.
* Participated in the One day conference**, SANLOIS-2016** on 26th November organized by St. Thomas College of Allied Health Sciences, St. Thomas Hospital, Chethipuzha, Changanacherry.
* Participated as Delegate in Healthcare Informatics and Management Conference-**HIMAG’CON 2017** held at Sunrise Hospital, Kochi, India, on 28th January 2017.
* Participated as a member of the organizing committee in **“MEDALLION 2017”**, International Conference on Current Trends in Public Health & Hospital Administration, held on 17th and 18th 2017 organized by Division of Health Management, MG University, Kottayam.

**SKILLS**

* Self-motivation and ability to take the initiative
* Ability to work well under pressure
* Good organizing skills
* Teamwork skills
* Quick learner, keen to learn and improve skills
* Problem solving ability
* Punctuality and time-keeping
* Able to take up responsibility
* Written and verbal communication skills
* Excellent telephone manner
* I.T. skills including experience in Microsoft Office (Word, PowerPoint)

**REFERENCES**

1. **Renjith Krishnan**

(General Manager, Department of Operations, Rajagiri Hospital, Aluva)

Phone no: 8129822214

**2. Mr. Rejiram S.**

(Faculty, SME Gandhinagar, Division of Health Management)

Phone no: 9447472919

1. **Ms. Anuji Mary Philip**

(Principal, Medical Trust College of Nursing, MTIMS, Irumpanam, Kochi)

Phone no: 9526281484

**DECLARATION**

I hereby declare that information given above is true the best of my knowledge.

Date :

Place :Kottayam Veena Joseph Chavelil