**CURRICULAM VITA**

**Shemimol. S**

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**Address:**

**Kizhakke kadamattu (h),**

**Kudavechoor PO,Vaikom,**

**Kottayam, Pin: 686144**

**Phone No: 8086882436**

**Objective:**

Firmly believes in continuously striving success and constant approach to learn with determined efforts and practice. Performing with a goal to add values to the organization and be productive.

**Present:**

Working as an Executive (Operations) in Rajagiri Hospital,Aluwa (JCI and NABH Accredited)

**Summary of Profile:**

MSW graduate specialized in community development with experience in hospital operation and public relation in health care sector, and coordinating different projects of different NGOs. An excellent communicator with good negotiation skills, ability to speak English and have good interpersonal skills with different kinds of people.

**Educational Qualifications:**

|  |  |  |
| --- | --- | --- |
| **Course** | **Institution** | **Board** |
| **MSW** | Rajagiri College of Social Sciences | MG University |
| **BA in English Literature** | St. Teresas’ College, Ernakulam. | MG University |
| **HSS** | St.Michaels School Kudavechoor | State |

**Additional Qualifications:**

* Development Initiative in Entrepreneurship with Certificate of Maryland University (Online Course).

**TECHNICAL QUALIFICATION**

MS Office, MS Excel, Windows 7 and Windows 8 Home edition, SPSS (Statistical Package for Social Studies)

**RESEARCH**

* A study on Indira Awaas Yojana Housing Scheme Implemented in Vechoor Grama Panchayath
* Mini Research- Evaluation Study on Livelihood Programme by Rajagiri Out Reach.

**Professional experience**

**Total Experience: 3 Years**

**Current: Operations Executive at Rajagiri Hospitals**

**Main activities and responsibilities**

* Involvement in overall management, planning and controls
* Standard intervene in situations involving patients, visitors, hospital staff and other external customers.
* Maintain interface with departmental personnel to ensure there is adequate space and facilities for patient care and coordination of facilities.
* Oversee patient care flow while redirecting and allocating resources. Determine necessary space, equipment, supplies and support systems to ensure effective functioning of unit/department.
* Investigate patient/visitor concerns and implements appropriate courses of action.
* Take corrective action in situations requiring immediate intervention. Intervene and problem solves for inter-/intra-departmental issues. Facilitate interdepartmental communication, negotiation and decision-making.
* Communicate issues identified by front line staff to appropriate administrative team related to new administrative or departmental initiatives.
* Standard collaborate with clinical and support staff to foster delivery of quality care
* Coordinate triage activities
* Ensure all documentations are as per hospital quality standards.
* Monitor emergency action procedures and coordinate activities related to patient/staff evacuation as needed.
* Oversee management of projects from proposal acceptance through to installation and to ensure projects are undertaken within budget and on time.
* Provide monthly reports to Management on current area operational activities

**Previous**

Social Worker at Sevagram Children’s Village, Thalayolapparambu

* Overall management in children’s village activities
* To plan and organize different activities in this village
* Take corrective action in situations requiring immediate intervention such as problem solving in inter-/intra-relationships among children’s issues
* Made tie-up with different governmental facilities for the children.
* Continues evaluation of activities for the development of the children and mothers such as academic, behavioral and inter-personnel

**Voluntary Executives of Kudumbashree**

**Responsibilities**

* Organized a summer camp for children in balasabha
* The opportunity to do house visits in the panchayath of Elamkunnapuza
* Conduct Ashraya Survey
* Conduct survey for finding Beneficiaries for BUDS School

**One month training in different projects of Rajagiri Outreach**

* Part of the organization team of Sauhrdam Camp-a three day life skills training for children.
* Worked as a teacher for two different age group children in sauhrdam camp
* Organized alumni meet with students who had been receiving benefits of the Child scholarship program.

**One month field experience in the Karuna Social Service Society, Uttaraghand**

* Worked for the rehabilitation of flood affected victims though direct field visit,situational analysis and public education.

**Worked as a trainee in Shreyas Social Service Society (NGO) for community development**

* Worked with Jalanidhi Project as community facilitator
* Worked with different projects of NABAD, Butterfly, Caritas India

**Working as an intern in Rajagiri Sahrudaya Service and Charities.**

**Coordinated All Kerala Social Work Students meet, 2014 “RENDEZVOUS”**

**Participated for coordination of National and International Conferences related to Community development and health care.**

**Participated PRA in Malappuram, and Vyppin**

**Positions of Responsibility**

* An active member in the organization of DYUTI 2013, Global Public Health, international conference conducted by the masters of social work students.
* An active member in the organization of DYUTI 2014: community mobilization for empowerment: trending strategies and practice models a conference conducted by masters of social work students.
* Paper presenter in DYUTI 2014

**Accomplishments**

* Learn to apply social work principles in the field of community as well as health care settings.
* Got to know about the government services for community development and health care
* Learn the role of social worker in a community, and health care setting.

**TRAINING PROGRAMS ATTENDED**

1. MS Office
2. Yoga
3. Street theatre
4. Transactional Analysis
5. Counseling
6. Family Therapy
7. Training program on Research methodology.
8. Training on Participatory Rural Appraisal( PRA)
9. Training from Kudumbashree
10. Training Program for skill development
11. Training program for personality development.
12. Seminar on ‘Organizational Behavior and HR Management’.
13. Organized International and National conference DYUTI 2013 and 2014
14. Organized RENDEZVOUS, SANGAMAM 2014, All Kerala Social Work Students Association’s annual meet and NGO’s Sangamom.
15. Participated in National conference “Samanwaya” at BCM College, Kottayam.
16. Orientation for Art of Training.
17. Project Proposal

**ABOUT MYSELF**

I am looking forward to associate with a prestigious organization. I assure you that I can generate the kind of results you require and will be adaptable to any situations and will always carry an optimistic approach towards life.

My aim always will be to escalate the benefits of a program to outlying areas. I always work with diligence and concentration. I would enthusiastically shoulder responsibilities and show willingness to rectify my mistakes as and when they are pointed out. I assure you that if you give me an opportunity to serve your esteemed organization, I shall execute my duties with sincerity and wholehearted devotion.

##### EXPECTATIONS

I expect a platform where I can elicit the competencies I have gained through the experiences and the exposures.

**OTHER INFORMATION**

* DOB **-06/11/1991**
* Religion **-Hindhu, Pulaya(SC)**
* Languages known -**Fluent in English, Malayalam,**

**Learner in Hindi and Tamil**.

**REFERENCE**

* Mrs.Viji Varghese

Chief Operating Officer

Rajagiri Hospitals,Aluva

* Mr. Nithyanandha

Chief Operating Officer

Aster MIMS,Kottakkal

* Fr.James Puthussery CMI

Director of Sevagram Children’s Village

Thalayolapparambu