 **GREESHMA PAULOSE**

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9744495571

**Objective**

Looking for a good post in a reputed hospital where my profound administrative and practical knowledge will be fully utilized and enhanced.

**Experience**

* Worked as a public relation officer in MOSC HOSPITAL, KOLENCHERY on contract base.
* Worked as a staff nurse in NARAYANA MEDICAL COLLEGE HOSPITAL, AndraPradesh in Emergency department from june 28, 2014 to july 5, 2015.

**Field experience**

***Hospital Administration***

* **Posted in the following departments of Little Flower ( NABH Accredited ) hospital** as a part of curriculum : Quality department, Accounts, Finanace, Corporate relations, Human Resource, Security, Maintenance, Canteen, Intencive Care Units, wards, Laboratory, Front office, Pharmacy, outpatient areas, eye bank, blood bank, EDP, Biomedical, STP etc .

**Public relation officer**

**File maintanence**

* Insurance
* Claim
* Company credit
* ICU Status
* Daily report
* Death register
* MLC Intimation
* Pending IP bills/Refund bills
* Vehicle management
* DAMA/At Request/Reference Register

**Duties**

* Claim – Reimbursement, Certificates, Summary
* Public call attention
* Rational thinking and actions depends upon the situation
* Arrangement of press meet
* Dealing with media on daily basis
* Police intimation
* Casualty management
* Hospital issue management
* Co-ordination with other hospital for dealing with them such as organ donation
* Acting as a complaint box
* Bridging the gap between doctors and patients
* Financial counseling
* Ambulance arrangement to patient
* ICU arrangements for patients
* Discharge bill/ ip bill settlement
* ICU arrangement of reffering hospital
* Final bill letter
* Room arrangement for VIP & staff
* Taxi arrangement and payment
* Credit facility
* Investigation team member
* Company credit
* Medical record problems (evening & night)
* Pharmacy login problem
* Death/ MLC
* Vehicle management
* Plumbing/ electrical etc

***Bsc Nursing***

**Procedure assisted**

* Intubation
* Rapid sequence intubation
* Difficult airway management
* Central venous catheterization(Internal jugular, subclavian ,femoral)
* Tracheotomy
* Insertion of inter costal drainage tubes
* Defibrillation
* Supra pubic catheterization
* Aspiraton of pleural effusion
* Lumbar puncture

**Skilled in**

* Triage
* ABC assessment
* Iv cannulization ( adult , pediatric )
* RT placement
* Gastric lavage
* Thrombolysation monitoring
* ABG interpretation
* Poisoning management ( OP , Herbicide ,snake )
* Ventilator management
* Foleys catheterization
* Defibrilator operation
* Hemodynamic monitoring
  + - Multiparameter monitor
    - CVP monitoring
    - Anterior blood pressure monitoring
    - Arrhythmia recognition
* Trauma care
  + - * Primary and secondary survey
      * Hemorrhagic management
      * Immobulization and casting
* Critical care management

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**Key skills**

* Ability to perform tasks as per the policies and procedures of the organization
* Possess good management and supervisory skills
* Possess excellent communication skills
* Familiar with operating systems like Microsoft Word, Excel, PowerPoint and the Internet
* Ability to develop and maintain good relationship with co workers

**Academic projects**

* ***Mini project of 15 days*** *done in Samaritain Hospital, Pazhaganad.*

*Name of the project:*

***“ A study to assess the relationship between job resources and work engagement among***

***Nurses”***

* **Second year : 45 days project**

“***A study to analyse the gap in MBMM Hospital, Kothamangalam set by NABH entry level standards”***

**Seminars and conferences attended**

* ***EXCELLENCE IN HOSPITAL ADMINISTRATION FOR PATIENT CARE AND SAFETY*** *conducted by department of MHA , LIMSAR , angamaly,kerala (2017)*
* ***INTERNATIONAL CONFERENCE ON GROUP DYNAMICS IN NURSING***, *conducted by Narayana College Of Nursing, Dr. NTR University of health sciences, Vijayawada , Nellore , Andra Pradesh, India (2013 )*
* ***NATIONAL LEVEL CONFERENCE ON COMMUNICATION: A FOURTH DOMAIN IN NURSING,*** *Conducted by Narayana College Of Nursing,Dr. NTR University of health sciences, Vijayawada , Nellore , Andra Pradesh, India ( 2011)*

**Education profile:**

***MASTER OF HOSPITAL ADMINISTRATION***

2015 – 2017 Batch

Division/ Rank : First class

Institution: LIMSAR,( LF Hospital, NABH Accredited ) Angamaly

***B.Sc Nursing***

Division / Rank :First class [70%]

Instituition :

Narayana College Of Nursing, Nellore, Andra Pradesh, India.

***Plus Two***

Year Of Passing: 2009

Division / Rank : First Class [ 66%]

Instituition :

Mar Coorilose Memorial Higher Secondary School, Pattimattom, ernakulam, kerala.

***SSLC***

Year Of Passing : 2007

Division / Rank : Distinction [ 95%]

Instituition:

Betheleham Girls High School, Njaralloor, Ernakulam , Kerala.

**Address For Communication**

w/o Prince Mathew

orupupil (H)

oorakadu

malayidamthuruth p.o

pin : 683561

Ernakulam, Kerala

**Personal Data**

Date Of Birth: 02 / 01 / 1991

Sex :Female

Marital Status : Married

Spouse name : Prince Mathew

Language known : English, Malayalam, Telugu

**Reference**

* Mrs. Biji Thomas

Asst professor (MHA)

MOSC, KOLENCHERY

Mob : 9895970742

***Declaration***

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

GREESHMA PAULOSE

Date: 04-06-2018

Place: Kizhakkambalam