

# **CURRICULAM VITAE**

**SUMA JOHN**

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## **CARRIER OBJECTIVE**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

## **EDUCATIONAL QUALIFICATIONS**

<b>COURSE</b>	<b>BOARD/ UNIVERSITY</b>	<b>NAME OF THE INSTITUTION</b>	<b>YEAR OF PASSING</b>
MBA(Hospital Management)	Bharathiar University, Coimbatore	St.Thomas college of AHS,Chethipuzha,Changanacherry	2018
B.Sc Computer Science	Mahatma Gandhi University, Kottayam	Assumption college,Changanacherry	2016
Higher Secondary	Directorate of Higher Secondary Education	St.John the Baptist's Higher Secondary School,Nedumkunnam	2013
SSLC	Board of Public Examinations, Govt.of Kerala	St.Terasas G.H.S,Nedumkunnam	2011

## **PROFESSIONAL STRENGTHS**

- Ability to perform tasks as per the policies and procedures of the organization
- Posses good management and supervisory skills
- Have the skill to work in a group and also able to lead a group as a team leader
- Strong problem solving skills to resolve issue quickly and fairly.

## **KEY SKILLS AND ATTRIBUTE**

- Technically proficient in MS Word, Excel ,PowerPoint
- Good communication and interpersonal skills
- Committed team player with flexible approach to work
- Strong listening skills
- Strong leadership and motivational skills

## **PROJECTS DURING THE STUDY**

- Observational study in a 100 bedded hospital, Mercy Nursing Home, Karukachal, Kottayam
- One month project work in NIMS Hospital Hyderabad  
Topic: A study on work life balance of female nurses
- Daily one hour posting were allocated to various departments of St.Thomas hospital, Chethipuzha, Changanacherry

## **CO-CURRICULAR ACTIVITIES**

- Organizer of National Conference Sanlois 2016 in St.Thomas College of Allied Health sciences, Chethipuzha
- Organizer of Graduation day 2017 in St.Thomas College of Allied Health Sciences,Chethipuzha
- Have done anchoring in National conference, graduation ceremony conducted in St.Thomas College of Allied Health Sciences,Chethipuzha
- Won first prize in sub-district sports meet at school level
- Team leader for several programmes in school and college level

## **FIELD OF INTERESTS**

- HR executive
- Operations executive
- Quality executive
- Patient coordinator
- Public relation
- Any management post

## **PERSONAL DETAILS**

Date of birth : 17-7-1995  
Gender : Female  
Nationality : Indian  
Fathers Name : Thomas John  
Languages known: English, Malayalam

## **STRENGTHS**

- Honest, sincere
- Hardworking
- Risk bearing
- Team spirit
- Can adapt quickly to situations
- Punctual

## **Declaration**

I solemnly affirm that the above the above furnished particulars are true to the best of my knowledge and belief.

**PLACE:** Nedumkunnam

**SUMA JOHN**

**DATE:**