**RESUME**



**JITHIN JOHN**

**MUTTUMPURAM (H)**

**ARPOOKKARA (W) P.O**

**KOTTAYAM**

**PIN: 686008**

**MOB: 9633674528**

**Mail: jithin.jithin.john2@gmail.com**

**CARRIER OBJECTIVE**

**Seeking a challenging and rewarding career in a progressive organization provides an opportunity to apply my knowledge and skills in order to be abreast with latest trends and technologies.**

**EXPERIENCE PROFILE**

|  |  |  |
| --- | --- | --- |
| **Company** | **Designation** | **Year** |
| **Lakshmi Hospital Aluva** | [**Public**](http://www.youtube.com/channel/UCrTg_W8uXh9JbIMygLEq79A) **Relation Officer** | Pursuing my career as Public Relation Officer at Lakshmi hospital Aluva from: 1/12/2016 |
| **JOB DISCRIPTION:**   * + - * Patients problems handling * Maintaining guest relation process * Handling insurance claim procedures * Employees performance appraisal * Making daily financial reports * Analyzing patients satisfaction * Decision making role * Handling MLC case procedures * Calculating daily IP and OP by doctors wise * Arranging casualty doctors duties * Maintaining records | | |

**EDUCATIONAL PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **BOARD OF CERTIFICATIONS UNIVERSITY** | **YEAR OF PASSING** | **MARK OBTAINED** | **NAME OF**  **INSTITUTION** |
| **M.H.A (Master of Hospital Administration)** | **M.G University** | **2016** | **68%** | **S.M.E Gandhinagar Kottayam** |
| **B.A In ECONOMICS** | **M.G University** | **2013** | **56%** | **K.E College Mannanam** |
| **PLUS TWO** | **Higher Secondary**  **Examination** | **2011** | **66%** | **St: Ephrems H,S,S, Mannanam** |
| **SSLC** | **Board of Public**  **Examination Kerala** | **2009** | **66%** | **G.H.S.S Vennala** |

**PERSONAL PROFILE**

**NAME : JITHIN JOHN**

**Name of Father : JOY M.S**

**Name of mother : LEELAMMA JOY**

**Nationality : Indian**

**Sex : Male**

**Age & Date of Birth : 24 , (14-8-1993)**

**Marital Status : Single**

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **READ** | **WRITE** | **SPEAK** |
| ENGLISH |  |  |  |
| MALAYALAM |  |  |  |
| HINDI |  |  |  |

**TRAINING & PROJECTS**

* Hospital organization study conducted at S..H Medical Center Hospital, Nagampadam, Kottaym.
* A study about Radiology department at Matha Hospital, Thellakam, Kottayam.
* Short term training in the department of Hospital Administration at ALL INDIA INSTITUTE OF MEDICAL SCIENCE, NEW DELHI. from 16th November 2015 to 9th December 2015
* Problem evaluation study regarding “TIME DELAY IN DISCHARGE MANAGEMENT” at LOURDE HOSPITAL Ernakulam.

**SKILLS**

* **Leadership Skills**
* Programme coordinator in community Health Programs
* Organizing Health conferences and community health programs
* Participated as a member of the organizing committee in MEDALLION- 2016”, International Conference on “CURRENT TRENDS IN PUBLIC HEALTH AND HOSPITAL ADMINISTRATION”,
* **Computer Skills**
* Windows , MS Office (excel, word, power point presentation), Data Entry and Photo Editing

**AREA OF INTREST**

* Administration
* Public Relation
* Human Resource Management
* Quality assurance
* Operational Management
* Marketing

**REFERENCE**

1. RENJITH KUMAR

Class Teacher in charge, School of Medical Education

Gandhinagar.P.O, Kottayam, Kerala PH:9496414734

2, HARIKUMAR

Administrator Lakshmi Hospital Aluva PH:9447085226

3. KUMAR, S.S

Manager Lakshmi Hospital Aluva PH:9447500888

**DECLARATION**

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

**Place :Kottayam yours faithfully**

**Date:30-11-2017 JITHIN JOHN**