

WORK EXPERIENCE
1 Month Internship

AGE 23

JIJOY M

Health Care Management Professional

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ABOUT ME

I am a fresher with good theoretical knowledge and hands on experience at Dr.SMCSI Medical College, Karakonam & Kusumagiri Mental Health centre, Kakkanad as a part of my academics. I am very passionate towards the health care industry and I look forward to work in a reputed Health Care Organization where I can skillfully utilize my skill and grab good career advancement through large efforts and innovative work techniques.



Master of Hospital Administration

College of hospital administration, Dr.Somervell Memorial C.S.I Medical College and Hospital, Karakonam, Trivandrum, Kerala (INDIA).

Graduated, March 2015

Course Completed

Result Waiting

First year 70%

Marks 53%

Bachelor of Business Administration

University Institute Of Technology Neyyatinkara Centre, Trivandrum, Kerala (INDIA).

Гrivandrum, Kerala (INDIA).

10+2 Kerala State Board TVM, Kerala.



Graduated, July 2012 Marks 70 %

Ouality Intern

August 2017-September 2017

One month Internship experience from Kusumagiri Mental Health Centre as Quality Intern.

- Assisted Quality officer in preparing various manuals & SOP's.
- Assisted Quality officer in preparing various forms & checklists needed for NABH.
- Assisted Quality officer to perform Quality indicators.
- Took part in rounds with Quality officer to various hospital areas as a part of implementing the Objective elements of NABH.
- Assisted Quality officer in completing Self assessment toolkit.



Professional Qualification & Affiliation

Master of Hospital Administration (MHA)

Kerala University of Health Sciences (KUHS)

Bachelor of Business Administration (BBA)

University of Kerala



 Achieved certificate of appreciation for my internship during Aug 2017 to Sep 2017 in Quality Department at Kusumagiri Mental Health Centre, Kakkanad Ernakulum.



Extra-Curricular Activities

- Participated in *MEDALLION* International healthcare conference organized at Mahatma Gandhi University in 2016.
- Presented scientific paper "A comparative opinion study to assess the effectiveness of human resource department in various hospitals at Trivandrum" in *MEDALLION* International healthcare conference organized at Mahatma Gandhi University in 2016.
- Participated in **Biomedical Waste Management Training Program** handled by IMAGE at Dr.Somervell Memorial C.S.I Medical College and Hospital, Karakonam.
- Participated in registration, patient and provided full-fledged support for various medical camps conducted by the chaplaincy department of Dr.Somervell Memorial C.S.I Medical College and Hospital, Karakonam.
- Participated in **Basic Life Support (BLS) Training Program** Conducted at Dr.Somervell Memorial C.S.I Medical College and Hospital, Karakonam.



- Thorough understanding of the fundamental principles of administration and their practical usage.
- Highly organized thought process and well-structured problem dealing attitude with an edge of innovativeness.
- Commitment to professional development and continuing education.
- Profound managerial qualities and skills to handle multiple activities simultaneously.
- Uncommon command over spoken and written English with ability to develop and present reports and proposals.
- Ability to work well with people including superiors and peers.
- Good leadership and motivational skills.



- MHA Major project : Customer perspectives on service quality of a Tertiary Care Hospital, South Tamilnadu.
- MHA Minor project: A Time motion study of OPD Services at Tertiary Care Hospital, South Tamilnadu.
- BBA Major project: A study on quality of work life at Kerala Kaumudi (p) Ltd, Trivandrum.



MS Office

Tally •••

• SPSS ••••

| • | Social | lizing | with | Friends |
|---|--------|--------|------|---------|
|---|--------|--------|------|---------|

Listening Music



• Travelling



Languages

Hindi

English

Malayalam •





Father's Name: Mr. Michael .A Marital Status:

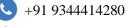
: April 8, 1994 Indian Birthday Nationality Gender : Male Passport No N2029929

: Vadakkemuri Erayimanthura Puraidom Pulluvilla Pulluvilla P.O Trivandrum, Kerala 695526 Address



Prof. T. Jeyarajasekar

Dr.SMCSI Medical College and Hospital, Karakonam, Trivandrum, Kerala 695504





Single



+91 8547700780 Mr. Dhwany D B

dhwanybalu@gmail.com MOSC Medical College, Kolenchery Administrative Officer

Declaration

Ernakulum, Kerala 682311

I, Jijoy M, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place: TRIVANDRUM Name : JIJOY.M

Signature: Date