



# JIOY M

Health Care Management Professional

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## WORK EXPERIENCE

1 Month Internship

## AGE

23

## 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.



## Education

### Master of Hospital Administration

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

Course Completed  
Result Waiting  
First year 70%

### Bachelor of Business Administration

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

Graduated, March 2015  
Marks 53%

### 10+2

Kerala State Board  
TVM, Kerala.

Graduated, July 2012  
Marks 70 %



## Work experience

### Quality 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



## Career Highlights

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- 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

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- 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.



## Skills

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- 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.



## Projects

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- 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.



## Computer Proficiency

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- MS Office ●●●●
- Tally ●●●●
- SPSS ●●●●



## Personal Interests

- Socializing with Friends ●●●●
- Listening Music ●●●●
- Travelling ●●●●



## Languages

- Hindi ●●●●
- English ●●●●
- Malayalam ●●●●
- Tamil ●●●●



## Personal

Father's Name : Mr. Michael .A  
Birthday : April 8, 1994  
Gender : Male  
Address : Vadakkemuri Erayimanthura Puraidom Pulluvilla Pulluvila P.O Trivandrum, Kerala 695526

Marital Status : Single  
Nationality : Indian  
Passport No : N2029929



## Reference

### Prof. T. Jeyarajasekar

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Trivandrum, Kerala 695504

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Principal

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[dhwanybalu@gmail.com](mailto:dhwanybalu@gmail.com)

Administrative Officer

### Mr. Dhwany D B

MOSC Medical College, Kolenchery  
Ernakulum, Kerala 682311

## Declaration

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

Date :

Signature:

