# CURRICULUM VITAE

# SILJA JOHNSON

#### D/O JOHNSON V.J

VAKAYIL HOUSE

P.O KAKKASSERY, THRISSUR

680511, KERALA, INDIA.

VAKAYIL

#### Contact No: 9496839836

#### **Email: siljamaluz@gmail.com**

# Career Objective:

Finding a spot as a Hospital Administrator in a Health Care Facility in which I am able to use my experience and proficiency to bring benefit to the organization and to patients.

# Professional Ability:

* Thorough knowledge in computer, Including the Word, Excel and PowerPoint.
* Taking care of budgeting, training, billing and hiring.
* Capability in typing fast without mistakes in grammar, spelling and punctuality.
* Planning and Management.
* Updating and processing of all documents.
* Updating & maintain the holiday, absence and training records of staff.
* Typing documents and preparing memos.

# Professional Skill:

* Exceptional Communication skill with colleagues and patients.
* Excellent leadership Qualities.
* Managing the task and the time with remarkable efficiency.
* Highly competent, self-motivated and hardworking with the ability to rapidly learn and apply new skills.
* Ability to produce consistently accurate work even whilst under pressure.
* Strong organizational, administrative and analytical skills.

# Professional Qualification:

* Master’s Degree from Calicut University in MHA (MASTER OF HOSPITAL ADMINISTRATION)
* Bachelor’s Degree from Calicut University in Bsc. Zoology

# Internship & Projects:

* Rajagiri Hospital (NABH and JCI Accredited)

Aluva, Ernakulam, Kerala, India.

Operations Department – Major Project – 1 Month (02-05-2018 – 03-06-2018)

Topic – “A Study on In-Patient Satisfaction in Rajagiri Hospital”

* Kovai Medical Center and Hospital LTD. (NABH Accredited)

Coimbatore, Tamilnadu, India

Observation Study – 15 Days (13-12-2017-27-12-2017)

* Metropolitan Hosptial

Thrissur, Kerala, India

Observation Study – 15 Days (17-07-2017 – 03-08-2017)

* St. Joseph’s Hospital

Choondal, Thrissur, Kerala, India.

Organizational Study – 15 Days (19-12-2016 – 02-01-2017)

# Leadership Experience:

* Organizer, National Conference Hospica en Masse’ 17 on 10th November, 2017 at Lulu International Convention Centre, Thrissur, Kerala, India. www.hospicaenmasse.com
* Executive Member, National Conference Hospica en Masse’ 16 on 15th October 2016 at Lulu International Convention Centre, Thrissur, Kerala, India.

# Languages Skills:

* Fluent in English, Malayalam,Tamil and Hindi

# Personal Profile

## 

## Nationality : Indian

Marital Status : Single

DOB : 21-11-1995

Passport No : MO196092

Date of Expiry : 15-07-2024

# Declaration

I hereby declare that the particular stated above are true and correct to the best of my knowledge and belief.

Place : Thrissur SILJA JOHNSON