

RESUME

ARCHANA SURENDRAN

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Career Objective

- To build upon and enhance my professional skills in a reputed and dynamic organization that gives me the opportunity to evolve in a professional manner.
- To succeed in an environment of growth and excellence and earn me a job which would provide job satisfaction and self development and help me achieve organizational and personal goals.

Personality

I am an ambitious and goal oriented young professional who is looking forward to put my creativity to work in a company with challenging and interesting work campaigns.

Skills

- Highly motivated and eager to learn new things.
- Ability to work as individual as well as in group.
- Expert in implementation of each step of project.
- Positive thinker.
- Ability to deal with people diplomatically.
- Strong problem solving ability.
- Good Communication skill.

Educational Qualification

Course	Institution	University
Master of Hospital Administration(MHA)	School of Medical Education, Gandhinagar, Kottayam	Mahatma Gandhi University, Kerala
BSc. Zoology (72%)	CMS College, Kottayam	Mahatma Gandhi

		University, Kerala
Plus Two (74%)	MGM NSS HSS, Lakkattoor, Kottayam	Board of Kerala
SSLC (87%)	Mount Carmel HSS for Girls, Kanjikuzhy, Kottayam	Board of Kerala

Project Works

1. An organization study at S.H. Medical Centre Kottayam as part of Post Graduate degree of Master of Hospital administration of Mahatma Gandhi University, Kottayam in 2017.
2. A study on streamlining of IP admission process at Tiruvalla Medical Mission Hospital, Thiruvalla as part of Post Graduate degree of Master of Hospital Administration in 2017.
3. A study on the gap analysis of Medical Imaging Services in National Hospital, Kozhikode based on NABH standards as part of Post Graduate degree of Master of Hospital Administration in 2018.
4. A study to assess Effect of Substrate on the Population Density and Biomass of Earthworm, *Eudrilus eugeniae* as part of Degree of Bachelor Science in Zoology in 2015.

Technical Skills

- Computer basics and internet
- Microsoft Office

Achievements

- ✓ Participated as **an organizing committee member** of ‘Medallion-2017’ (6th International Conference on Current Trends in Public Health and Hospital Administration) by Division of Health Management, Mahatma Gandhi University, Kottayam.
- ✓ Participated as a delegate in 6th International Patient Safety Congress -2016 organized by Apollo Hospitals with JCI, ISQua, NABH, RCP, WISH, ISA, CII, FICCI and many others as Knowledge partners at ITC Grand Chola, Chennai

- ✓ Participated in SIHAM-2017 as a delegate on Changing Dynamics in Patient Care and Hospital Administration held on December 17 2017 at Hotel WOODIES Bleisure Kozhikode.
- ✓ Participated in Measles-Rubella Vaccination Campaign from October 3 – 7, 2017 at Kottayam district, Kerala conducted by District Health & Family Welfare Society, (Arogyakeralam) Kottayam.
- ✓ Participated as a co-ordinator of School Health Education Programme, Medical Camp & Exhibition in Govt. Model HSS, Kudamaloor & Govt. High School, Karipputhattu, Kottayam in 2016 by Division of Health Management, Mahatma Gandhi University, Kottayam.
- ✓ Placed A grade in the internal assessment conducted by General Education Department, Kerala for the Promotion of Excellence Among Gifted Students 2009-2010.
- ✓ Certificate of Completion of Intel Learn Programme in cooperation with Kerala state IT mission (Technology at Work).

Areas of Interest

- Public Health and Hospital Administration
- Quality Management in Hospitals
- Human Resource Management
- Operations Management
- International Marketing for Healthcare
- Purchase Department
- Public Relations
- Marketing in Healthcare

Strengths

- Dynamic performer under stressful conditions & strong interpersonal skills
- Flexible in working environment and willing to adapt to change.
- Ability to work with a team
- Capable to understand and solve problems
- Positive approach to all situations
- Disciplined
- Dedicated and hardworking
- Proficient in multi-tasking and can work independently
- Good listener
- Responsible

Passport Details

Passport No : S2917705

Place of Issue : Cochin

Date of Issue : 05/06/2018

Date of Expiry : 04/06/2028

Languages Proficiency

Language	Read	Write	Speak
English	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Tamil	No	No	Yes

Personal Details

- Name : Archana Surendran
- Name of Father : E V Surendran
- Address : Edasserimeppuram (H)
Meenadom P.O.
Kottayam, Pin: 686516
- Contact no. : +918139831381
- Email ID : archana.mdm@gmail.com
- Sex : Female
- Age : 23
- Date of Birth : September 29, 1994
- Marital status : Single
- Educational Qualification : MHA, BSc. Zoology, +2 and SSLC.
- Language Known : English, Hindi, Tamil and Malayalam.

Reference

1. Mr. Regiram S
D.H.M, SME, Gandhinagar, Kottayam, Kerala
Ph: 09447472919
2. Mr. Ranjithkumar K

Lecturer, D.H.M, SME, Gandhinagar, Kottayam, Kerala
Ph: 09496414734

Declaration

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

Place:- Kottayam

Yours Sincerely

Date: -

Archana Surendran