

From,

JITHIN JOHN

MUTTUMPURAM (H)

ARPOOKKARA (W) P.O

KOTTAYAM- 686008

To

H.R Manager

Subject: Application for the Vacancy available.

Sir,

I have completed M.H.A (Masters In Hospital Administration) from M.G University in School Of Medical Education Gandhinagar Kottayam . After completing the course I have worked as Public Relations Officer and in charge of Public Relation Officer in Lakshmi hospital Aluva from December 1st 2016 to still right now. I hope you will provide an opportunity to make use of my talents for the needy in the community. I will discharge my duties with utmost sincerity and satisfaction of my superior. Anticipating your positive reply.

I have attached the copy of my bio data for your kind perusal.

Thank you very much,

Yours sincerely,

Place: ARPOOKKARA

Signature

Date:

JITHIN JOHN

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 Relation Officer	Pursuing my career as Public Relation Officer at Lakshmi hospital Aluva from: 1/12/2016

JOB DISCRIPTION:

Public relations officers in health care are responsible for communications between medical professionals or health care organizations and the public. We are responsible for building and maintaining a positive image for our institution. We will be in charge of establishing and maintaining relationships with consumer, community, employee, and public interest groups. We deal enquiries from the public, the press, and related organizations. We organize and attend promotional events such as press conferences, out-reach programmes, visits and camps.

We handle MLC procedures during admission of legal cases. We will arrange Casualty Medical Officers (RMO) for duties whenever needed. We will handle Insurance. We conduct continuing education programmes for staffs. We will prepare daily op visits details and submit monthly reports.

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%	St: Ephrems H,S,S, Mannanam

PERSONAL PROFILE

NAME : JITHIN JOHN

Name of Father : JOY M.S

Name of mother : LEELAMMA JOY

Nationality : Indian

Sex : Male

Age & Date of Birth : 25 , (14-8-1993)

Marital Status : Single

LANGUAGES KNOWN

<u>LANGUAGE</u>	<u>READ</u>	<u>WRITE</u>	<u>SPEAK</u>
ENGLISH	✓	✓	✓
MALAYALAM	✓	✓	✓
HINDI	✓	✓	✓

TRAINING & PROJECTS

- Hospital organization study conducted at S.H Medical Center Hospital, Nagampadam, Kottayam.
- 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

➤ **LeadershipSkills**

- 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”,

➤ **ComputerSkills**

- 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
- Purchase 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

Date: 30/01/2018

yours faithfully

JITHIN JOHN