VIDYA M J

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**Personal information**

Home Address: MADATHIMALIL HOUSE, KYOMTHA SEMINARY ROAD

THIRUVANKULAM P O, TRIPUNITHURA, ERNAKULAM

KERALA, INDIA

Date of Birth: 06-10-1992

Place of Birth: TRIPUNITHURA

Age : 26

Civil Status : SINGLE

Nationality : INDIAN

**Career Goal**

* Seeking to be part of a reputable institution and be a partner in achieving their goals.
* Employ and enhance my knowledge and skills in a gainful position as an administrator or in a related field.

**Education**

2014- 2016 Amrita Vishwa Vidyapeetham University

Master of Hospital Administration

May 2010- April 2013 Mahatma Gandhi University

Bachelor of Science in Physics

2008-2010 Higher Secondary Examination Kerala

Science

2008 General Education Department Kerala

Secondary school

**Projects done:**

* Operational Analysis of Emergency Department in Amrita Institute of Medical Sciences
* Working Capital Management Evaluation Using Ratio Analysis Of Apollo and Fortis Hospitals
* Value added analysis to improve the efficiency in Cardiology Department

**WORK EXPERIENCE**

October 2016 -February 2018:- Operations Co-ordinator in the department of Obstetrics and Gynecology at ASTER DM Healthcare, Cochin

-Managing day-to-day OP activities, establishing priorities, trouble shooting, patient scheduling

-Managing the operations of IP areas and Labour room

-Working closely with the doctors, nurses, care coordinators, medical and billing departments to improve patient care

-Maintaining monthly statistics of clinical and quality indicators for quality improvement adhering to guidelines

-Organizing and conducting community outreach programs

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

VIDYA M J