 **GREESHMA PAULOSE**

 Email ID :ammupoulose@gmail.com

 Ph : 8281555571

 9744495571

**Objective**

To obtain a responsible and challenging position in the field of health care services, where my abilities and qualification will have valuable application for the growth and benefit of the organization along with the individual progress.

**Experience**

* Worked as a public relation officer in MOSC HOSPITAL, KOLENCHERY on contract base.
* Worked as a staff nurse in NARAYANA MEDICAL COLLEGE HOSPITAL, AndraPradesh in Emergency department from june 28, 2014 to july 5, 2015.

**Field experience**

***Hospital Administration***

* **Posted in the following departments of Little Flower ( NABH Accredited ) hospital** as a part of curriculum : Quality department, Accounts, Finanace, Corporate relations, Human Resource, Security, Maintenance, Canteen, Intencive Care Units, wards, Laboratory, Front office, Pharmacy, outpatient areas, eye bank, blood bank, EDP, Biomedical, STP etc .

 **Key skills**

* Ability to perform tasks as per the policies and procedures of the organization
* Possess good management and supervisory skills
* Possess excellent communication skills
* Familiar with operating systems like Microsoft Word, Excel, PowerPoint and the Internet
* Ability to develop and maintain good relationship with co workers

**Academic projects**

* ***Mini project of 15 days*** *done in Samaritain Hospital, Pazhaganad.*

*Name of the project:*

 ***“ A study to assess the relationship between job resources and work engagement among***

 ***Nurses”***

* **Second year : 45 days project**

“***A study to analyse the gap in MBMM Hospital, Kothamangalam set by NABH entry level standards”***

**Seminars and conferences attended**

* ***EXCELLENCE IN HOSPITAL ADMINISTRATION FOR PATIENT CARE AND SAFETY*** *conducted by department of MHA , LIMSAR , angamaly,kerala (2017)*
* ***INTERNATIONAL CONFERENCE ON GROUP DYNAMICS IN NURSING***, *conducted by Narayana College Of Nursing, Dr. NTR University of health sciences, Vijayawada , Nellore , Andra Pradesh, India (2013 )*
* ***NATIONAL LEVEL CONFERENCE ON COMMUNICATION: A FOURTH DOMAIN IN NURSING,*** *Conducted by Narayana College Of Nursing,Dr. NTR University of health sciences, Vijayawada , Nellore , Andra Pradesh, India ( 2011)*

**Education profile:**

***MASTER OF HOSPITAL ADMINISTRATION***

2015 – 2017 Batch

Division/ Rank : First class

Institution: LIMSAR,( LF Hospital, NABH Accredited ) Angamaly

***B.Sc Nursing***

Division / Rank :First class [70%]

Instituition :

Narayana College Of Nursing, Nellore, Andra Pradesh, India.

***Plus Two***

Year Of Passing: 2009

Division / Rank : First Class [ 66%]

Instituition :

Mar Coorilose Memorial Higher Secondary School, Pattimattom, ernakulam, kerala.

 ***SSLC***

Year Of Passing : 2007

Division / Rank : Distinction [ 95%]

Instituition:

Betheleham Girls High School, Njaralloor, Ernakulam , Kerala.

**Address For Communication**

w/o Prince Mathew

orupupil (H)

oorakadu

malayidamthuruth p.o

pin : 683561

Ernakulam, Kerala

**Personal Data**

Date Of Birth: 02 / 01 / 1991

Sex :Female

Marital Status : Married

Spouse name : Prince Mathew

Language known : English, Malayalam, Telugu

**Reference**

* Mrs . Linju p lal

Asst. professor

LIMSAR, Angamaly

Mob no : 8281830151

* Mrs . Sherin Baby

Quality Coordinator

Lissie Hospital, Ernakulam

Mob no : 9497088772

 ***Declaration***

 I hereby declare that the information furnished above is true to the best of my knowledge.

 GREESHMA PAULOSE

Date:14 -09-2018

Place: kizhakkambalam