

**From,**

**JITHIN JOHN**

**MUTTUMPURAM (H)**

**ARPOOKKARA (W) P.O**

**KOTTAYAM- 686008**

**To**

**H.R Manager**

**Subject: Application for the Vacancy available.**

**Sir,**

I 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 in Lakshmi hospital Aluva from December 1<sup>st</sup> 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: 01/02/2019**

**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

<b>Company</b>	<b>Designation</b>	<b>Year</b>
<b>Lakshmi Hospital Aluva</b>	<b>Public Relation Officer</b>	<b>Pursuing my career as Public Relation Officer at Lakshmi hospital Aluva from: 1/12/2016</b>

### 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**

<b>COURSE</b>	<b>BOARD OF CERTIFICATIONS UNIVERSITY</b>	<b>YEAR OF PASSING</b>	<b>MARK OBTAINED</b>	<b>NAME OF INSTITUTION</b>
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  
**Passport No** : S 5029333  
**Date of Issue** : 24/07/2018  
**Date of expiry** :23/07/2028

## **LANGUAGES KNOWN**

LANGUAGES	WRITE	SPEAK	READ
<u>English</u>	✓	✓	✓
<u>Malayalam</u>	✓	✓	✓
<u>Hindi</u>	-	✓	✓
<u>Tamil</u>	-	✓	-

## **TRAINING & PROJECTS**

- Hospital organization study conducted at **S..H Medical Center Hospital, Nagampadam** Kottaym.
- 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 16<sup>th</sup> November 2015 to 9<sup>th</sup> December 2015
- Problem evaluation study regarding “TIME DELAY IN DISCHARGE MANAGEMENT” at **LOURDE HOSPITAL Ernakulam.**

## **SKILLS**

### **➤ Leadership Skills**

- 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”,

### **➤ Computer Skills**

- 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: 01/02/2019**

**yours faithfully**

**JITHIN JOHN**