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|  | MEERA **BINNY**HOSPITAL ADMINISTRATION

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| Address 9D, AMRIT RETREAT, VIVEKNAGAR, K.P VALLON ROAD, KADAVANTHARA, ERNAKULAM, KL, 682020Phone 984 793 2328E-mail meerabinny18@gmail.com |  |

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**PERSONAL SKILLS**

Dependable and Versatile, with independent approach to handling requirements.

Excellent relationship-builder

Sharp understanding of the field to work in a growth-oriented position.

Good at multitasking and organizational skills.

**Skills**

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| Staff management |

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| Operations oversight |

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| Team leadership |

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| Verbal and written communication skills |

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| Ability to deal with people diplomatically |

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| Hard worker |

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| Keen and quick learner with attention to detail |

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| Organizational skills |

**Work History**

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| 2009-01 - 2010-09 | **Management Trainee** *MEDICAL TRUST HOSPITAL, ERNAKULAM, ERNAKULAM, KERALA** Worked at various departments including Casualty, HR department, Medical records, Pharmacy, PRO office during probationary period.
* Calling ideal candidates for interviews.
* Detailed joining procedures of new employees which included their medical check-ups, meeting the directors and hospital familiarization.
* Produced regular reports to evaluate attendance and calculate wages of Junior doctors and DNB trainees.
* Monitored punctuality of employees from all departments and helped the Manager implement improvement plans and coordinate disciplinary actions.
* Organizing and filing of resumes and attendance reports of employees.
* Issuing employee code and punching cards.
* Extensively assisted the management in editing and updating the departmental rules and regulations for obtaining NABH accreditation.
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**Education**

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| 1996-06 - 2002-03 | *CHINMAYA VIDYALAYA - VADUTHALA*  |

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| 2002-06 - 2003-03 | *INDIRA GANDHI MEMORIAL PUBLIC SCHOOL - ELAMAKKARA*  |

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| 2003-06 - 2006-03 | Bachelor of Arts: English Literature *SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING - ANANTAPUR, ANDHRA PRADESH* |

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| 2006-07 - 2008-05 | MASTERS IN HOSPITAL ADMINISTRATION: Hospital Administration *AMRITA VISHWA VIDYAPEETHAM UNIVERSITY - KOCHI* |

**Accomplishments**

- Project done on "THE STUDY ON THE EXISTING BIO MEDICAL WASTE

MANAGEMENT PROCEDURES at D.A.E Hospital, Kalpakkam" (April 2008)

- Voluntary service at Giridhar Eye Hospital, Kochi (Sep - Nov 2007)

- Project done on "WAITING TIME ANALYSIS IN OUTPATIENT DEPT." at Giridhar

Eye Hospital, Kochi (Sep - Nov 2007)

- Onsite report on "HOSPITAL FORMULARY" at AIMS Hospital, Kochi.

- Onsite report about The Department of Pharmacy at AIMS Hospital, Kochi.

- Participated as a Delegate of the Organizing Committee at HOSMAN 2007 by

FHA in association with Indian HealthCare Quality Forum (IHCQF)

- Participated as a Delegate in Meditel 2006 organized at Amrita Institute of

Medical Science.

- First prize in English Elocution at the AP State co-op Union Ltd, Hyderabad all

India competition.

- Second prize in English Essay writing at the AP State co-op Union Ltd,

Hyderabad all India competition.

- Third prize in One act play at Sri Sathya Sai Institute of Higher Learning.

- Participated in Third National Science Olympiad.

**References**

1. Rani Leslie

India HR Head,

Hubbell India

Infopark, Cochin

Ph. 8136961999

1. Dr. Vinod Xavier Franklin

Consultant Microbiologist

Infection Control, EMC

drvxfranklin@gmail.com