

## CURRICULUM VITAE OF KAVIYA M.

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### EDUCATIONAL QUALIFICATION

QUALIFICATION	NAME OF THE INSTITUTION	PASSING OF THE YEAR	MARKS
PGDHA (Postgraduate Diploma in Hospital Administration)	Christian Medical College (CMC), Vellore	2017	63%
DMLT	Adhiparashathi College of Arts & Science (Autonomous), Thiruvalluvar University	2015	64%
B.Sc., Biochemistry	Adhiparashathi College of Arts & Science (Autonomous), Thiruvalluvar University	2015	74%
12 <sup>th</sup>	V.K.V.M. Govt. Girls Higher Secondary School, Velapadi	2012	60%
10 <sup>th</sup>	V.K.V.M. Govt. Girls Higher Secondary School, Velapadi	2010	64%

### STRENGTH

- **Creative thinker**
- **Good writing skills**
- **Have an exciting vision**
- **Love to learn**
- **Good time management skills**

## **RESEARCH EXPERIENCE / TRAINING**

- “Basics in Food Analysis Techniques” course of 3 days theoretical and practical training as an analyst trainee at Refsyn Biosciences Pvt.Ltd, Pondicherry, India.
- Hospital Disaster Management Course – “Basic Level in Accordance with the National Hospital Safety Guidelines of Govt. of India” on 27<sup>th</sup> Nov, 2016 at Isabel’s Hospital, Chennai – Organized by Emmanuel Consulting.
- 2 days of Training programme on March 25<sup>th</sup> & 26<sup>th</sup> 2017 in “Economic principles of health care intervention for evidence based medicine”, was conducted by Indian Society of Health Administrators (ISHA), Bangalore.

## **SKILLS – Non technical**

- Basics computer knowledge – Microsoft office Word, Excel, PowerPoint, C++.
- Advanced Diploma in Digital Pre Press (ADDP), Completed by CSC Softview, Vellore.

## **SEMINARS / CONFERENCE**

- “Entrepreneurship Development for life sciences”, ED BIOZ’13 Conducted by Adhiparasakthi College of Arts and Science, Kalavai.
- Enviro club – Green planet ’13 Guest Lecture & State Level Competition on “Save Water” in 19 Feb 2013- Department of Biochemistry, Auxilium College (Autonomous), Vellore.
- 27<sup>th</sup> National Science Day Celebration, Scigather 2013 held at VIT University, Vellore on 28<sup>th</sup> Feb, 2013.
- Presented on poster was a speaker in the National Level Conference on “Environmental Molecular Toxicology” EMTOX-13 on 2<sup>nd</sup> March 2013 in Indo-American College, Cheyyar.
- State Level Seminar on Recent Trends in Biosciences organized by P.G. & Research Department of Biochemistry on 5<sup>th</sup> September 2013.
- “Test in Aptitude and Communication (TAC)” conducted by Shakespeare Institute of English Studies in Dec 2013 and secured First class.
- State level workshop on Analytical Technique HistoBioz ’14 - Adhiparasakthi College of Arts and Science, has participated in one day workshop on “Histopathological Techniques”, held on 20<sup>th</sup> March 2014.
- Conference on “Innovative Skills in Bio Sciences”, 16<sup>th</sup> September 2014, organized by the P.G. & Research Department of Biochemistry and Department of Microbiology, K.M.G. College of Arts and Sciences, Gudiyattam, Vellore Dist.

- “Test in Spoken English (TSE)” conducted by Shakespeare Institute of English Studies in Dec 2014 and secured First class.
- JCI Vellore -2<sup>nd</sup> prize in the Science Quiz Competition held at District Science Centre, Vellore on 27<sup>th</sup> Feb 2015.
- National Seminar on “Nanomedicine and Phytotherapy- Current Scenario and Future Prospects- (NMPT-2015)” Organized by PG & Research Department of Biochemistry, Islamiah College (Autonomous), Vaniyambadi, Vellore Dist, Tamil Nadu on 11 & 12<sup>th</sup> March 2015.
- “Hospital Day 2016” on Dec 2<sup>nd</sup> & 3<sup>rd</sup> 2016 was conducted by Christian Medical College (CMC), Vellore.
- National seminar on “Dynamic Horizons of Hospital Administration”, Organized by The Sankara Nethralaya Academy, Chennai held on October 7, 2017.
- Quality, Safety and Occupational Health group of CMC Vellore is organizing a National Conference on the 1st and 2nd February 2019 – SHOQ-CON 2019 (Safety in Healthcare, Occupation and Quality).

## **CURRENT**

I have completed my PGDHA (Postgraduate Diploma Hospital Administration) course in Christian Medical College (CMC) July 2017 and 5 Months of Internship - it finished on Dec 2017. Now I was working in MMM hospital, Vellore. (**ONE YEAR EXPERIENCE**).

## **PERSONNAL DETAILS**

**D.O.B.** : 04.01.1995

**Father Name** : Muthukumar V. (late)

**Marital Status** : Single

**Language known** : Tamil and English

**Address** : No; 137, Thiruvalluvar street, Virupatchipuram, Vellore-632002, Tamil Nadu - 632002.

: No; 24, Indiragandhi street, 1st main road, near Madonna school, udayanagar, bangalore - 560016.

**Date:** 09/08/2019

**Place:** Vellore

**Yours Faithfully,**

**(M.KAVIYA)**

