

ABHIJITH P

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I am seeking a position that can enhance my creativity skill and where I can make significant contribution to success of the organization.

EXPERIENCE

JULY 2017 – AUGEST 2018 (13MONTH)

EX.OFFICE ADMINISTRATOR, TATA MOTORS (POPULAR MEGA MOTORS MANJERI)

Customer follow-up, Record maintenance, Office Inventory Management, Maintenance of Legal documents, Managing and Coordinating the Sales Team, Handling of mails and couriers.

EDUCATION

AUG 2018 TO JAN 2020

PGDHA, CHRISTIAN MEDICAL COLLEGE, VELLORE

In collaboration with Tata Institute of Social Science, Mumbai.

2013 TO 2016

BSC.ELECTRONICS, CAS MALAPPURAM (IHRD), KERALA

Under University of Calicut.

SKILLS

- Human capital management
- Quality implementation in healthcare
- Public relation management
- Finance management
- Material management
- Operation optimization

ACTIVITIES

Being a part of CMC, Vellore I got lot of experer to my career like a number of reputed hospital and there culture and operation Excellency and lean management technique from CMC, Hospital I visited Asian heart institute Mumbai, Baptist hospital Bangalore, St. John hospital Bangalore, AIIMS Rishikesh and other mission hospital of India.

Involved in quality review programs of CMC and its peripheral units and also involved in NABH Quality review team of AIIMS Rishikesh from CMC which constructed of 7 student and two prof of CMC Vellore. A thorough study of their running condition of quality and also made a report according to gap analysis and submitted.

We did another study of ENT OT utilization of CMC Vellore. This study basically a time motion study to optimize the OT utilization and reduce of unnecessary human resource involvement, this study yield with care management and error minimization possibility.

DISSERTATION

“A STUDY ON COST ANALYSIS OF LAUNDRY SERVICES AT CHRISTAIN MEDICAL COLLEGE VELLORE”

CERTIFICATE SHORT COURSES

- 32nd Christian Medical Association of India a 7 day program for health care administration from all over India as well as neighbor country like Nepal, Shri Lanka.
- SHOQCON a CME program by CMC Vellore about health care quality and operation Excellency.
- Basic life support program for allied health professional by CMC, Vellore and also from Narayan Hrudyalaya.
- EDHM (Executive Diploma in Health Care Management), LIBA, Chennai.

INTERNSHIP

Two month internship in CMC Vellore one week for each department.

Three month internship outside CMC Vellore (**LOOKING FOR**).

DECLARATION

I hear by declare that the details furnished above are true to the best of my knowledge.

ABHIJITH P