



ANU VARGHESE

☎ Mobile No: +91 7034302781

✉ Email: anuvarghese496@gmail.com

PERSONAL ABILITIES & SKILLS

- ◆ Punctual
- ◆ Good observation, Decision making and Interpersonal skills
- ◆ Leadership skill
- ◆ Completes work with Perfection
- ◆ Self-motivate and confident

Software Skills

- ◆ MS office
- ◆ MS Word
- ◆ MS Excel
- ◆ MS Power point
- ◆ **Computer Basics**

INTERESTS & ACTIVITIES

- ◆ Music
- ◆ Movies
- ◆ Reading
- ◆ Travelling
- ◆ Gardening

CAREER OBJECTIVE

To secure a challenging position in a decent organization to expand my knowledge and skills.

EDUCATIONAL QUALIFICATION

Masters in Hospital Administration (**MHA**) from AJ Institute of Hospital Management, Mangalore.

ACADEMIC BACKGROUND

POST GRADUATION	2018 – 2020
COURSE	MHA
INSTITUTION	AJ INSTITUTE OF HOSPITAL MANAGEMENT
BOARD	RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCE

GRADUATION	2015 – 2018
COURSE	BSC. PHYSICS
INSTITUTION	MORNING STAR HOME SCIENCE COLLEGE

PLUS, TWO	2013 - 2015
COURSE	BIOMATHS
INSTITUTION	GOVT.H.S. S CHEGAMANAD

S.S.L.C	2013
BOARD	BOARD OF PUBLIC EXAM, KERALASTATE
INSTITUTION	HOLY FAMILY HIGH SCHOOL ANGAMALY

LANGUAGES KNOWN

- ◆ English
- ◆ Malayalam
- ◆ Hindi
- ◆ Tamil

PROJECT, INTERNSHIP & ACCOMPLISHMENT

Project – MHA	A study on perception of executives with regard to performance appraisal undertaken in tertiary care hospital.
Hospital	AJ hospital and research center ,Mangalore
Internship –MHA	An effective time motion study on OPD patient of a super specialty department
Hospital	AJ hospital and research center ,Mangalore
Accomplishments	Associated with NABH accreditation level – carried out concurrent & retrospective audits, quality rounds with specialists, SOP updations & data entry with hospital internal auditors. Assisted in various departments through daily positing, notably in OPD, HR, Pharmacy, CSSD, Wards, front office & laundry of AJ hospital. Done MOD rounds.

PERSONAL INFORMATION

Name : Anu Varghese
Gender : Female
D.O.B : 30-05-1997
Marital status : Single
Address : Thuruthummel Parayil (H) Mekkad,
Mekkad p.o, Ernakulam

DECLARATION

I do hereby declare that the particulars of information and facts stated here above are true, correct and complete to the best of my knowledge and belief

Place:

ANU VARGHESE

Date: