

CURRICULUM VITAE

RONA BABY



KUTTICHIRA (H)

VALAYANCHIRANGARA P.O

PERUMBAVOOR

ERNAKULAM (DIST)

683556 (PIN)

PHONE: 8078738859

E-mail: ronababy999@gmail.com

CAREER OBJECTIVE

To carve out a special place in the field of administration that help me to attain greater of my career. To acquire a position in an organization which is more suited to my knowledge.

ACADEMIC DOSSIER

Name of course	College	Board/university	Year	Percentage
Master of hospital administration	MOSC Institute of Allied Health Science, Kolenchery	Kerala University of Health and Science	2019-2021	
Bachelor of Business Administration	ST. Marys college of commerce and management studies, Perumbavoor	Mahatma Gandhi University	2016-2019	79.3%
Higher Secondary	GOVT. Model H.S.S, Muvattupuzha	Board of Higher Secondary Examination, Kerala	2014-2016	80.2%
Matriculation	Higher Secondary School, Valayanchirangara	Board of Public Examination, Kerala	2014	87%

TECHNICAL PROFICIENCY

- Working efficiency of MS Word, MS Excel and MS PowerPoint.
- Working efficiency in data entry.

AREA OF INTEREST

Public Relation, HR Department, Quality control, Marketing Department and Purchase Department.

KEY SKILLS

Hospital Administration, Hygiene or Safety or Security, Cross functional coordination, Liaison and coordination, Team management.

PERSONAL ATTRIBUTE

- Leadership and coordinating skill
- Enthusiastic, energetic and adaptable
- Hardworking
- Willingness to learn
- Good time management
- Good interpersonal relationship
- Good communicator and listener
- Awareness of the importance of reporting
- Computer literacy
- Positive and proactive goal-oriented professional, who willingly accepts additional responsibilities.

WORKSHOPS/SEMINARS/CONFERENCES

- Conducted State Level conference on “CSSD Management, Sterilization and Infection Control” at M.O.S.C Medical Mission Hospital, Kolenchery.
- Attended “Fundamentals of Health Financing and Health Technology Assessment” at Pushpagiri Institute of Medical Sciences and Research Centre, Thiruvalla.
- Attended “Transformation in Healthcare: Impact of Digital Health” organized by Department of Hospital Administration, SME, CPAS, Gandhinagar, Kottayam.

PROJECT PRESENTATIONS

- A study to assess the relationship between retention and engagement among nurses at San Joe Hospital, Perumbavoor.
- A study to assess the level of employee satisfaction and commitment among paramedical staff at Mar Baselios Medical Mission Hospital, Kothamangalam.

INDUSTRIAL VISITS

- Kasturba medical college, Manipal, Karnataka.

PERSONAL PROFILE

- Name : Rona Baby
- Fathers name : Baby
- Date of Birth : 18-01-1999
- Age : 22
- Religion : Christian
- Nationality : Indian
- Status : single
- Known languages: English, Malayalam
- Hobbies : listening music, Reading

DECLARATION

I hereby declare that all the information provided above are correct and complete to the best of my knowledge and belief. I understood that if at any time, it is found that any information given is false, my appointment is liable to be cancelled.

Place: Valayanchirangara

Rona Baby