

# CURRICULUM VITAE

SNEHA VARGHESE



KURINJICKAL (H)

KUMARAPURAM (P.O)

MORAKKALA

ERNAKULAM (DIST)

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## 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 Science	St Peters College Kolenchery	Mahatma Gandhi University	2016-2019	76%
Higher Secondary	St. Marys H.S.S, Morakkala	Board of Higher Secondary Examination, Kerala	2014-2016	82%
Matriculation	M.A.M.H.S.S Puthencurz	Board of Public Examination, Kerala	2014	96%

**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.

## **PROJECT PRESENTATIONS**

- A study to assess the stress level and absenteeism among nurses at San Joe Hospital, Perumbavoor.
- A study to assess the relationship between organizational climate, motivation and engagement among paramedical staff at Mar Baselios Medical Mission Hospital, Kothamangalam.

## **INDUSTRIAL VISITS**

- Kasturba medical college, Manipal, Karnataka.

## **PERSONAL PROFILE**

- Name : Sneha Varghese
- Fathers name : Varghese
- Date of Birth : 15-01-1998
- Age : 23
- 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: Morakkala

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