# **SNEHA BIJU**



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### **CAREER OBJECTIVE**

A compassionate and motivated upcoming professional with post-graduation in hospital administration having good communication, networking skill and great passion to learn more and upskill strength. Currently seeking a job to enthusiastically start my career.

#### **EDUCATION**

MASTER OF HOSPITAL ADMINISTRATION (2019-2021)

MOSC Institute Of Allied Health Sciences, Kolenchery (Kerala University of Health Science Thrissur)

First Year: 63% Second year: Result Waiting

BACHELOR OF SCIENCE(BSc) -PHYSICS (2016-2019)

Mar Athanasius College, Kothamangalam (Mahatma Gandhi University, Kottayam)

Overall Percentage: 68% (First class)

HIGHER SECONDARY EDUCATION

Overall Percentage: 86%

#### **ACADEMIC TRAINING**

**♣** SAN JOE HOSPITAL ,PERUMBAVOOR

26<sup>th</sup> April 2021 to 24 <sup>th</sup>July 2021

- Greet the visitors, answer all incoming calls then redirect them or keep messages.
- Provide helps to patients for registration and to take appointments.
- Maintain insurance records.
- Arrange medical sheets in chronological order and well- maintain patient record.
- Collect Managers/ Doctors signature on required documents.

### **DISSERTATION**

> A study to assess the service quality using SERVQUAL model and revisit intention of patients in inpatient department at San Joe Hospital, Perumbayoor

(Second year Research of Post-graduation)

> A study to assess the equipment utilization in radiology department at Mar Baselios Medical Mission, Kothamangalam

(First year research of post-graduation)

> Laser Induced Breakdown Spectroscopy in solids

(Final year project of graduation)

#### **CONFERENCES**

- "STATE LEVEL CONFERENCE ON CSSD MANAGEMENT, STERILIZATION AND INFECTION CONTROL "on 19<sup>th</sup> October 2019 at MOSC Medical Mission Hospital, Kolenchery.
- "FUNDAMENTALS OF HEALTH FINANCING AND HEALTH TECHNOLOGY ASSESSMENT" (06/02/2020)
  Pushpagiri Medical college

## **CO-CURRICULAR ACTIVITIES**

- Volunteered the event "HEART BEATZ"-A Guinness record event for 'hands only CPR' at CIAL Convention Centre, Nedumbassery, Ernakulam. (16/11/2019)
- ➤ Class representative of MHA 2019-2021 batch
- Magazine Editor of college union MHA 2019-2021 batch
- NCC 'C' and 'B' certificate holder

## **SKILLS AND ABILITIES**