

CURRICULUM VITAE

MARIYA SAJU



Kalarickal (H)

Neriamangalam (P.O)

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 Science	2019-2021	-----
Bachelor of Science	Nirmala College, Muvattupuzha	Mahatma Gandhi University	2016-2019	81.4%
Higher Secondary	GHSS, Neriamangalam	Board of Higher Secondary Examination, Kerala	2014-2016	67%
Matriculation	GHSS, Kadayiruppu	Board Of Public Examination, Kerala	2014	81%

TECHNICAL PROFICIENCY

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

PROJECTS PRESENTATIONS

- “A study to assess the flow of medical records from medical records department to general medicine OPD and general surgery OPD at St. Joseph’s hospital, Kothamangalam”.
- “A study to assess the effect of stress on job performance among nurses at MBMM hospital, Kothamangalam”

INDUSTRIAL VISITS

- Kasturba Medical College, Manipal, Karnataka.

PERSONAL PROFILE

- Name : Mariya Saju
- Father’s Name : Saju Thomas
- Date of Birth : 20-10-1998
- Age : 22
- Religion : Christian
- Nationality : Indian
- Status : Single
- Known Languages: English, Malayalam
- Hobbies : Listening music, cooking

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: Neriamangalam

Mariya Saju