
Rakhimol Mariamma Joseph

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PROFESSIONAL PROFILE

To continue my career with an organization that will utilize my MANAGEMENT,SUPERVISION and ADMINISTRATIVE skills to benefit mutual growth and success.

EDUCATION

- 2017 • **Mahatma Gandhi University,Kottayam,Kerala,India**
Master of Hospital Administration (MHA)
- 2015 • **Mahatma Gandhi University, Kottayam, Kerala,India**
Bsc Zoology
- 2010 • **Jerusalem Mount Higher Secondary School Vakathanam, Kerala India**
Plus Two
- 2008 • **Jerusalem Mount Jerusalem Higher Secondary School Vakathanam, Kerala,India**
SSLC

SKILLS

- Administrative operations
- Report production
- Staff development and training
- Client relationship
- Record management
- Dairy management
- Travel and accommodation
- Documents control

PROJECTS

- **Study about the discharge procedure of inpatients of St.Thomas hospital, Chethipuzha with a special focus on reducing the waiting time And a comparative study with standards of NABH**
Completed project upto two months ahead of schedule.The main objectives of project are to observe and record the required time needed for completion of discharge process for all types of discharges in St. Thomas Hospital, Chethipuzha and to compare the average time taken for completion of discharge process for all types of discharge with NABH standards of St. Thomas Hospital, Chethipuzha. And to propose recommendations based on the study findings
- **Departmental study in Oncology department of All India Institute of Medical Science (AIIMS), New Delhi, India**
To study about the aims and day to day procedures of the Oncology department . It is a one month study.

- **Departmental study in Gynaecology department of Marian Medical Centre, Pala, Kerala, India .**
It's a one month study. That helps to know about overall functioning of the Gynaecology department.
- **An organizational study in St.Thomas Hospital, Chethipuzha, Kottayam, Kerala, India**
Organization study helps know about what is hospital? What are the functions and procedures? etc.

ACHIEVEMENTS & AWARDS

- Completed a short term training in All India Institute of Medical Science (AIIMS),New Delhi a short term training in All India Institute of Medical Science (AIIMS),New Delhi
- Participated as one of the member of the organizing committee of MEDALLION 2016&2017 (International conference).
- Participated in SASH 2016 conference conducted by Armed Force Medical College (AFMC) Pune.
- Participated in RASTHA 2016 (National Conference) in Manipal University.
- Participated in national conference SANLOIS 2016 organized by St.Thomas College of Allied Health Sciences, St.Thomas Hospital Chethipuzha, Changanacherry. ☒
- Participated in HIMAG'CON 2017 conducted by Sunrise Hospital, Kochi.
- Done a data entry course from a data entry course from Centre for Science &Technology Entrepreneurship Development, Government of Kerala India

REFERENCE

- **Dr. Punnen Kurian Venkadathu - "St. Mary's College, Manarcaud, Malam P.O. Kottayam-686031 , Kerala, India"**
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