

CURRICULUM VITAE

Mrs. SIMI POULOSE

PANAPARAMBY HOUSE

NAZERETH NAGAR

ANAGAMALY

ERNAKULAM (DT)

KERALA, INDIA

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CAREER OBJECTIVE

Health care management professional with an aim to achieve a leading position in health care administration for which in-depth background knowledge and experience of 5 years will have a valuable implementation.

PROFESSIONAL EXPERIENCE

- **Consultant Manager at ESIC Hospital, Udyogmandal, Ernakulam From 28 November 2016 to 17th October 2019.** (Currently not working)
 - Resolve the patient grievance (both verbal and written) in consultation with the respective departments, Nursing Superintendent or with Medical Superintendent (if necessary).
 - Ensure the smooth functioning of OP and IP departments.
 - Responsible for conducting the internal audits and other activities for the ISO certification process.
 - Prepare and submit various reports to Medical Superintendent by collecting data from the respective departments.
 - Ensure the timely renewal of various licenses and certifications by providing necessary support to the respective departments.

- Co-ordinating and administering health and welfare programmes and public outreach programmes.
- Assist to organize and conduct training programmes for employees.
- **Jr. Public Relations Officer cum Course Co-ordinator, Little Flower Hospital and Research Centre Angamaly, Ernakulam Dt., Kerala from 4th August 2014 to 26th November 2016.**
 - Dealing with enquires from the public, press and related organizations.
 - Co-ordinate Executive and Emigration medical check-ups and reimbursement of claims.
 - Assist in conducting various activities like Seminars, conferences, and other celebrations.
 - **As a course- coordinator**, handling general administration of the institution of paramedical diploma courses.
 - Monitor the academic activities and ensure availability of adequate resources for the trainers and students.
 - Perform staff appraisals and prepare emoluments for the guest lecturers.
 - Organize student interviews and induction programmes.
 - Liaisoning between students, parents and hospital management.

EDUCATIONAL QUALIFICATION

Course	Year	Institution/University	% of Marks
MHA	2011-2013	LIMSAR, Angamaly , Ernakulam (Dt) Kerala University of Health sciences	69% First Class
BSc Chemistry	2003-2006	Morning Star Home Science College, Angamaly , Ernakulam(Dt) M. G. University, Kerala	81% First Class
Plus Two Science	2000-2002	Govt. HSS, Mookkannoor	58% Second Class
S. S. L. C.	2000	HFGHS, Angamaly	76% First Class

ADDITIONAL QUALIFICATION

Certificate course in Medical Transcription

Worked as a Medical Transcriptionist at Little Flower Hospital Angamaly from August 2007 to 2011 August.

PROJECTS ON STUDY PERIOD

- A study on Interprofessional Collaboration among the doctors and nurses Of Ophthalmology Department of Little Flower Hospital, Angamaly.
- A study on Admission & Discharge procedure with special emphasis on time standardization at Samaritan Hospital, Pazhanganad, Ernakulam.

SKILLS

- Ability to perform tasks as per the policies and procedures of the organization.
- Office administration and staff appraisal.
- Good management and supervisory skills.
- Good communication skills.
- Familiar with operating systems like MS Word, Excel, PowerPoint.

PERSONAL DETAILS

Date of Birth	:	22/05/1985
Sex	:	Female
Marital Status	:	Married
Religion	:	Christian, RC
Nationality	:	Indian
Passport No	:	S2037804
Languages Known	:	Malayalam, English & Hindi

REFERENCES

- 1. Mrs. Nina Thampan**
Private Secretary to Medical Superintendent
ESIC Hospital, Udyogmandal
Mob: 9446020708

- 2. Mr. Thomas P. V.**
Administrative Director
MOSC Medical College, Kolenchery.
(Former HOD MHA /Former Administrator
Little Flower Hospital Angamaly)
Mob: 9400866281

- 3. HR Manager**
Little Flower Hospital, Angamaly.
Phone: 0484 3954305

DECLARATION

I hereby declare that all the above mentioned facts are true to the best of my knowledge.

Place: Angamaly

Simi Poulouse

Date:05/10/2021