



# KAVYA PRASAD

Anthiyalathil house East Marady PO  
Muvattupuzha pin:686673  
7736995606,9400779818 |  
kavyaprasad2233@gmail.com

## OBJECTIVE

I am a recent health care administrator graduate looking for a position in administration department of reputed health care organization to start my career for the new learning, and also to improve my skills and knowledge to grow along with the organization's objectives.

## ACADEMIA

- **Kerala university of health sciences Thrissur**  
2022  
Masters in hospital administration  
70%
- **Mahatma gandhi university**  
2019  
Bachelor's degree in botany  
70%
- **Kerala board of higher secondary education**  
2016  
Higher secondary education  
80%
- **Board of public examination kerala**  
2014  
SSLC  
84%

## PROFILE SUMMARY

- Good interpersonal and communication skill
- Good listener and a fast learner
- Reliable with high sense of responsibility
- Adaptive
- Ability to work as a team as well as an individual

## TECHNICAL SKILL

- A good knowledge in MS office

## ACADEMIC PROJECTS UNDERTAKEN

- **Work life balance of married women nurses in a hospital**  
The study has introduced a conceptual framework, which described the factors influencing work-life balance.
- **A study to assess the knowledge attitude and practice of health care workers towards the management of COVID 19 pandemic in a selected hospital**  
The study aim to investigate how efficiently the health care workers manage the pandemic situation.

## PROFESSIONAL EXPERIENCE

- **St Joseph's Hospital kothamangalam**  
*18/07/2020 - 18/08/2020*  
Nursing administration trainee  
\*Assist in recruitment of staff nurse  
\* Data entry of existing staff Nurses
- **Appol Adlux Hospital Angamaly**  
*07/07/2021 - 07/08/2021*  
Nursing Administration trainee  
Nursing administrator Trainee  
INFECTION CONTROL  
\* Hand hygiene audit  
\* VAP,SSI,CLABSI,CAUTI audit  
\* Routine checking of insertion and removal date of Foley's catheter,centerline and ventilator  
\* Assist in training given for needle stick injury  
\* Data entry of TB patients in nikshya  
NURSING  
\* Routine checking of nursing documentation  
\* Patient room orientation  
\* Entering the details of patients with bedsore  
\* Floor orientation to newly joined nurses  
\* Conducted group activities for staff nurses.
- **Giridhar eye institute**  
*07/01/2022 -*  
Quality Executive  
\*Preparation of internal audit checklist and it's ppts  
\*Follow up of legal tracker documentation  
\*Meeting minutes effectiveness  
\*Checklist for various occasion  
\*Preparation of new form eg:consents  
\*Preparation of safety rounds  
\*Conducted a clinical audit  
\*Manuals,SOP and standards corrected and uploaded in the NABH site  
\*Prepared ppts for staffs on NABH

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## REFERENCE

- **Prof.Ms.Sheeba baskar - "West fort institute of paramedical sciences thrissur"**  
Principal  
9497575470
- **Shiny - "Apollo Adlux hospital.angamaly"**  
Assistant general manager nursing  
7034457961
- **Dr.S.Sreelakshmi - "Giridhar Eye Institute,kadavanthra"**  
Quality and operations manager  
9745556679

## DECLARATION

- I hereby declared that the above mentioned information is correct up to knowledge and I bear the responsibility for the correctness of the above mentioned particulars.