



**HAJIRA P S**

**HOSPITAL ADMINISTRATION**

## **CONTACT**

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## **LANGUAGES**

English

Malayalam

## **AREA OF INTEREST**

Hospital administration

Human resource management

Patient co-ordinator

Quality management

## **PERSONAL PROFILE**

Date of birth : 10-06-1992

Marital Status : Married

Address : Ponnakkaran (H)

PO Chavakkadu

Thrissur

## **OBJECTIVE**

I am post-graduate with Master Of Hospital Administration seeking suitable position at a reputed organization to implement my advanced communication skills, managerial and organizational skills along with administrative knowledge.

## **EDUCATION**

Post-graduation - **Master of Hospital Administration**

Kerala University of Health Sciences (2017) - Westfort Institute Of Paramedical Sciences, Thrissur.

Graduation - **BSc Zoology**

Calicut University (2014) - Sree Kerala Varma College, Thrissur

Plus 2 - **Science**

Kerala University (2011) - Prof Joseph Mundassery HS School

SSLC - Kerala University (2009)

Christ King Convent School

## **EXPERIENCE**

Hospital training in administrative areas and all clinical supportive departments of Westfort hospital and Westfort Hi-tech hospital, Thrissur.

## **PROJECTS**

- A study on planning and designing and work safety adopted in radiology department and satisfaction level of patients in radiology department in Daya Hospital, Thrissur.
- A study on delay in discharge process in general ward and major bottlenecks of discharge process and satisfaction level of patients in discharge process in Daya Hospital, Thrissur.

## **SKILLS**

- Experienced in Microsoft Word ,Excel and PowerPoint operations.
- Strong communication and interpersonal skills.
- Maintain good relations with patients.
- Extremely detail and future oriented.
- Strategic planning
- Follow instructions and deliver quality results

## **ACHIEVEMENTS**

Participated in national conference “Healthcare Excellence through Administration and Leadership HEAL 2015” conducted in Baby Memorial Hospital, Kozhikode.