



# **SRAVAN J P**

## **MASTERS IN HOSPITAL ADMINISTRATION**

**Sravanam**  
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### **CAREER OBJECTIVE**

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To provide the best of my services to a progressive organization, that gives challenging environment to work thereby achieving continuous improvement of my knowledge and skills in Hospital Administration along with achievement. I would like to utilize my keenness to evolve my knowledge and work hard with my full dedication and sincerity for the advancement and development of the reputed firm for which I would be working.

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### **COMPETENCIES**

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- Highly motivated individual with good interpersonal skills and a flair for innovative ideas.
- A keen learner with good communication skills coupled with good organizational abilities.
- To catchup with the Market Scenario.
- Honest, Sincere and a Hard Worker.

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### **PERSONAL SKILLS**

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- Multitasking
- Ability to work under pressure
- Adaptability
- Time management
- Goal oriented & Punctual
- Leadership & Organizational Skills
- Critical & Logical Reasoning
- Good communication
- Team work
- Research oriented
- Problem Solving    Adaptability
- Collaboration
- Strong Work Ethic
- Critical Thinking

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## SOFTWARE SKILLS

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- MS Word
- Excel
- MS PowerPoint
- IBM SPSS Software
- Backbone (HIS software)

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## EDUCATIONAL QUALIFICATION

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<b>Institution Board</b>	<b>Qualification</b>	<b>Board / University</b>	<b>Year of completion</b>	<b>Percentage</b>
Father Muller Medical College, Mangalore	Masters in Hospital Administration (MHA)	Rajiv Gandhi University of Health Sciences	2021	Awaiting results
University Institute Of Technology (UIT), Pirappancode	Bachelors of Business Administration (BBA)	University of Kerala	2018	54%

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## HOSPITAL ADMINISTRATION (2019-2021)

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- Assisted in charge in the operations of various clinical and non-clinical activities in the departments.
- Identify and monitor various services provided by departments and the OPDs.
- Evaluate various processes of the departments
- Assisted in monitoring/ evaluation of feedback of patient satisfaction parameters.
- Handled patient queries and guided appropriately
- Identified and monitored quality indicators in the departments
- Conducted SWOT analysis of department

- Helped in Auditing in Departments
- Administration training in all the clinical & non clinical departments of Father Muller Medical College Hospital for duration of 72 hours in most of the department.
- Administration tour to 20 plus Hospitals during the study tenure which include, AIIMS Delhi.

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### **INTERNSHIP**

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- Two months internship in the Quality department, GG hospital, Trivandrum

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### **PROJECTS**

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- A study on Linen and Laundry – patient and staff satisfaction in a selected hospital as part of MHA curriculum.
- A study on employees' satisfaction in a selected organization as part of BBA curriculum.

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### **WORKSHOP & CONFERENCE**

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- Digital Marketing and Image Management, November 2019
- Disaster Management and Emergency Preparedness, November 2019
- NABH 5th Edition, March 2021
- St John's National Healthcare Summit 2020, January 2020
- HR Management and Practice in Healthcare, CAHO, April 2021

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### **DECLARATION**

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I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Sravan J P

Place: Trivandrum