

## ALPHY MARIA SAJU



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### CAREER OBJECTIVE

To carve out a special place in the field of administration that help me to attain greater of my career. To acquire a position in an organization which is more suited to my knowledge.

### ACADEMIC DOSSIER

Name of Course	Institution	Board / University	Year	Percentage
Master of Hospital Administration.	MOSC Institute of Allied Health Science, Kolencherry.	Kerala University of Health Science, Thrissure	2019 to 2021	67%
Degree : BSc Physics	Devamatha College, Kuravilangadu.	Mahatma Gandhi University Kottayam, Kerala.	2015 to 2018	64%
Plus Two	St. Peters Higher Secondary School, Elanji.	Kerala Board of Higher Secondary	2013 to 2015	84%
SSLC	St. Philomina's Public School, Elanji.	Kerala Board of Public Examination.	2013	95%

### TECHNICAL PROFICIENCY

- Working efficiency of MS Word, MS Excel and MS Power Point.
- Working efficiency in data entry.

## **AREA OF INTEREST**

HR Department, Administration, Quality department, Public Relations.

## **KEY SKILLS**

Hospital Administration, Hygiene / Safety / Security, Cross functional coordination, Team management, Leadership, Quality Monitoring, critical thinking, Hiring & recruitment

## **PERSONAL ATTRIBUTE**

- Leadership of team work skill
- Enthusiastic, Energetic & adaptable.
- Hard working
- Self confident and goal oriented
- Fast learner ability to excel
- Good time Management
- Good interpersonal relationship
- Good communicator and listener
- Computer literacy

## **CERTIFICATIONS**

- Diploma in Computer Application. (DCA)
- State level conference in "Sterilization, Infection Control and CSSD Management" organized by MOSC Institute of Allied health sciences and Central Sterile Department.
- "Fundamentals of health financing and health technology assessment" at Pushpagiri Institute of Medical Sciences and Research Centre, Thiruvalla.
- International Webinar in "Crisis Management"
- Webinar on "Intelligent automation for Hospitals".
- "Innovation in Health care" by Department of Hospital Administration, School of Medical Education, Gandhi Nagar, Kottayam.

## **PROJECT PRESENTATION**

- A study to assess the knowledge, attitude and practice of nurses regarding Biomedical waste management at Catitas Hospital, Kottayam.
- A two dimensional study to assess the quality of care and patient experience with its impacts on revisit intention among the inpatients of surgical department at Pushpagiri Medical College Hospital, Thiruvalla.

**VOLUNTEERING**

- STERI EVENT 2019
- HEART BEATS 2019

**INDUSTRIAL VISITS**

- Kasturba Medical College, Manipal, Karnataka.

**WORK EXPERIENCE**

- HR Trainee, Caritas Hospital, Thellakom(Nov 2021- still working)

**DECLARATION**

I hereby declare that all the information provided above are correct and complete to the best of my knowledge and belief. I understood that if at any time, it is found that any information given is false, my appointment is liable to be cancelled.

Place: Elanji

Alphy Maria Saju