

From,

JITHIN JOHN

MUTTUMPURAM (H)

ARPOOKKARA (W) P.O

KOTTAYAM- 686008

To

H.R Manager

Subject: Application for the Vacancy available.

Sir,

I completed M.H.A (Masters In Hospital Administration) from M.G University in School Of Medical Education Gandhinagar Kottayam . After completing the course I have worked as Public Relations Officer in Lakshmi hospital Aluva from December 1st 2016 to still right now. I hope you will provide an opportunity to make use of my talents for the needy in the community. I will discharge my duties with most sincerity and satisfaction of my superior. Anticipating your positive reply.

I have attached the copy of my bio data for your kind perusal.

Thank you very much,

Yours sincerely,

Signature

Place:ARPOOKKARA

Date: 28-09-2021

JITHIN JOHN

RESUME

JITHIN JOHN
MUTTUMPURAM (H)
ARPOOKKARA (W) P.O
KOTTAYAM
PIN: 686008
MOB: 9633674528
Mail: jithinjohnmuttumpuram@gmail.com



CARRIER OBJECTIVE

Seeking a challenging and rewarding career in a progressive organization provides an opportunity to apply my knowledge and skills in order to be abreast with latest trends and technologies.

EXPERIENCE PROFILE

Company	Designation	Year
Lakshmi Hospital Aluva	Public Relation Officer	Pursuing my career as Public Relation Officer at Lakshmi hospital Aluva from: 1/12/2016

JOB DESCRIPTION

- ☆ Maintaining good relations with Patient/ Public
 - Internal
 - External
- ☆ Organizing Health conferences and community health programs camps
- ☆ VIP Patient visit management and coordination
- ☆ Handling Legal frame works of Medico Legal Cases

MLC:

- Assault
- RTA (Road Transport Accident)
- ☆ Coordinating/ Supervision of Operations in Hospital

All the day to day Activities

- ☆ Feedback collection
- All the O.P & I.P and outside sources

- ☆ Arranging Doctors in Emergency crisis
- ☆ Licensing / Accreditation follow up's
- ☆ Supervision of organizational behavior of staff
- ☆ Preparing statistical analysis
Daily / monthly/ yearly statistical preparation for the evaluation and betterment.
- ☆ Financial Transaction and Accounting
- ☆ Coordination of referral marketing
- ☆ Certificate Verification and Approval authority
- ☆ Coordinating Emergency Recruited team
 - Code Blue team
 - Code Pink team
 - Code Red team
 - Infection control team
- ☆ Insurance desk supervision
- ☆ Monitoring essentiality services
- ☆ Submitting Reports and data to concerned Government authorities
- ☆ Advance / Payment follow up
In patient payment (advance & discharge) follow up
- ☆ Checklist Screening
- ☆ Promotional activities
- ☆ Coordination of patients time management
- ☆ Ambulance services/Trip/ Fuel Consumption Monitoring
- ☆ Security supervision & Monitoring
- ☆ Etc.. etc.. etc....

EDUCATIONAL PROFILE

COURSE	BOARD OF CERTIFICATIONS UNIVERSITY	YEAR OF PASSING	MARK OBTAINED	NAME OF INSTITUTION
M.H.A (Master of Hospital Administration)	M.G University	2016	68%	S.M.E Gandhinagar Kottayam
B.A In ECONOMICS	M.G University	2013	56%	K.E College Mannanam
PLUS TWO	Higher Secondary Examination	2011	66%	St: Ephrems H,S,S, Mannanam
SSLC	Board of Public Examination Kerala	2009	66%	St: Ephrems H,S,S, Mannanam

PERSONAL PROFILE

NAME : JITHIN JOHN
Name of Father : JOY M.S
Name of mother : LEELAMMA JOY
Nationality : Indian
Sex : Male
Age & Date of Birth : 28, (14-8-1993)
Marital Status : Single
Passport No : S5029333
Date of Issue : 24/07/2018
Date of expiry : 23/07/2028

LANGUAGES KNOWN

LANGUAGES	WRITE	SPEAK	READ
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	✓
Tamil	-	✓	-

TRAINING & PROJECTS

- Hospital organization study conducted at **S..H Medical Center Hospital, Nagampadam** Kottaym.
- A study about Radiology department at **Matha Hospital, Thellakam, Kottayam.**
- Short term training in the department of Hospital Administration at **ALL INDIA INSTITUTE OF MEDICAL SCIENCE, NEW DELHI.** from 16th November 2015 to 9th December 2015
- Problem evaluation study regarding “**TIME DELAY IN DISCHARGE MANAGEMENT**” at **LOURDE HOSPITAL Ernakulam.**

SKILLS

➤ Leadership Skills

- Programme coordinator in community Health Programs
- Organizing Health conferences and community health programs camps
- Participated as a member of the organizing committee in MEDALLION- 2016”, International Conference on “CURRENT TRENDS IN PUBLIC HEALTH AND HOSPITAL ADMINISTRATION”,

➤ Computer Skills

- Windows, MS Office (excel, word, power point presentation), Data Entry S

AREA OF INTREST

- Administration
- Public Relation
- Quality assurance
- Operational Management
- Purchase Management
- Marketing

REFERENCE

1. RENJITH KUMAR

Class Teacher in charge, School of Medical Education Gandhinagar.P.O, Kottayam,
Kerala PH:9496414734

2, HARIKUMAR

Administrator Lakshmi Hospital Aluva PH: 9447085226

3. KUMAR, S.S

Manager Lakshmi Hospital Aluva PH:9447500888

DECLARATION

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

Place: Kottayam

Date: 31/08/2021

yours faithfully

JITHIN JOHN

Register No. | 42503
& |
Year | October 2016

Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg.C1/85/Law. dated, 17th April 1985)



FACULTY OF MODERN MEDICINE

*The Syndicate of the Mahatma Gandhi University
hereby makes known that*

Jithin John

has been admitted to the

Degree of Master of Hospital Administration

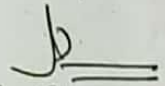
*he/~~she~~ having been certified by duly appointed examiners to be
qualified to receive the same, and having been by them placed*

*in the **First Class** at the
examination held in **October 2016***

Given under the seal of the University.

University Buildings
Kottayam - 686 560
Kerala, India
Dated **15 June 2017**




Vice-Chancellor



Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg.C/85/Law, dated 17th April 1985)

Book No. : 1

Serial No. : 89

Section : EH- IX



KOTTAYAM,

Dated 29 DEC 2016

MEMORANDUM

The following marks were awarded to Shri / Smt. Jithin John

(Reg. No. 42503) at the Fourth Semester Master of Hospital Administration Examination
October 2016

SUBJECTS		Marks Awarded	Minimum marks required for pass	Maximum Marks
PAPER I	LEGAL FRAME WORK FOR HOSPITALS			
	University Examination	50	36	80
	Internal Assessment	16	8	20
Total		66	50	100
PAPER II	STRATEGIC MANAGEMENT AND FACILITIES PLANNING			
	University Examination	55	36	80
	Internal Assessment	16	8	20
Total		71	50	100
PAPER III	TOTAL QUALITY MANAGEMENT IN HOSPITALS			
	University Examination	53	36	80
	Internal Assessment	16	8	20
Total		69	50	100
PAPER IV	SEMINAR ON MODERN TRENDS IN HOSPITAL ADMINISTRATION			
	Internal Assessment	56	50	100
PAPER V	REPORT ON HOSPITAL PLACEMENT			
	University Examination	80	45	100
	Internal Assessment	78	40	100
Total		158	100	200
PAPER VI	PROJECT PRESENTATION AND VIVA- VOCE			
	University Examination	170	100	200
Total for Fourth Semester		590	400	800
Total for First Semester		569	450	900
Total for Second Semester		613	450	900
Total for Third Semester		618	450	900
GRAND TOTAL		2390	1750	3500
GRAND TOTAL IN WORDS		Two Three Nine Zero		

Marks entered by : [Signature]
 Marks checked by : [Signature]
 Section Officer : [Signature]
 Asst. Registrar : [Signature]

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Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg.CI/85/Law, dated 17th April 1985)

Book No. : 2

Serial No : 03

Section : EH - IX



KOTTAYAM,

Dated 22 JUL 2015

MEMORANDUM

The following marks were awarded to Shri /Smt Jithin John
the candidate with Reg. No. 42503 at the First Semester Master of Hospital Administration
Degree Examination held in April 2015.

SUBJECTS		Marks awarded	Minimum marks required for a pass	Maximum marks
Paper - I	Principles of Management			
	University Examination	54	36	80
	Internal Assessment	15	8	20
Total for the Subject		69	50	100
Paper - II	Hospital Administration I			
	University Examination	46	36	80
	Internal Assessment	15	8	20
Total for the Subject		61	50	100
Paper - III	Statistics for Hospital Administration			
	University Examination	46	36	80
	Internal Assessment	15	8	20
Total for the Subject		61	50	100
Paper - IV	Basic Medical Sciences (Anatomy, Physiology & Microbiology)			
	University Examination	41	36	80
	Internal Assessment	14	8	20
Total for the Subject		55	50	100
Paper - V	Epidemiology and Public Health			
	University Examination	51	36	80
	Internal Assessment	11	8	20
Total for the subject		62	50	100
Paper - VI	Management Accounting			
	University Examination	44	36	80
	Internal Assessment	13	8	20
Total for the Subject		57	50	100
Paper - VII	Research Methodology			
	University Examination	54	36	80
	Internal Assessment	15	8	20
Total for the Subject		69	50	100
Paper - VIII	Report on Hospital Placement/Project			
	University Examination	52	36	80
	Internal Assessment	18	8	20
Total for the Subject		70	50	100
Paper - IX	Viva - Voce	70	50	100
Grand Total		569	450	900
Grand Total in words		Five Six Nine		

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 Section Officer : [Signature]
 Asst. Registrar : [Signature]

Ps.3/7/ MB/2011 dt. 17/ 08/ 2012/ 3 x 100

CONTROLLER OF EXAMINATIONS



Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 343/Leg.CVSS/Law, dated 17th April 1985)

KOTTAYAM.

Book No. : 1

Serial No. : 87

Section : EH- IX



Dated 12.1 DEC 2015

MEMORANDUM

The following marks were awarded to Shri / Smt. Selvan John
the candidate with Reg. No. 42503 at the Second Semester Master of Hospital Administration Degree
Examination held in September 2015.

SUBJECTS	Marks Awarded	Minimum marks required for pass	Maximum Marks
PAPER I - MEDICAL RECORD SCIENCES, MEDICAL TERMINOLOGY AND MEDICAL ETHICS University Examination Internal Assessment Total for the Subject	61 10 71	36 8 50	80 20 100
PAPER II - EQUIPMENT MANAGEMENT AND MAINTENANCE IN HOSPITALS University Examination Internal Assessment Total for the Subject	48 15 63	36 8 50	80 20 100
PAPER III - HOSPITAL PLANNING AND MANAGEMENT OF SUPPORT SERVICES University Examination Internal Assessment Total for the Subject	43 15 58	36 8 50	80 20 100
PAPER IV - HOSPITAL HUMAN RESOURCE MANAGEMENT University Examination Internal Assessment Total for the Subject	49 16 65	36 8 50	80 20 100
PAPER V - ORGANIZATIONAL BEHAVIOUR University Examination Internal Assessment Total for the Subject	56 16 72	36 8 50	80 20 100
PAPER VI - OPERATIONS RESEARCH University Examination Internal Assessment Total for the Subject	49 14 63	36 8 50	80 20 100
PAPER VII - MANAGERIAL COMMUNICATION, PUBLIC RELATION AND SOFT SKILLS IN HOSPITALS University Examination Internal Assessment Total for the Subject	54 17 71	36 8 50	80 20 100
PAPER VIII - REPORT ON HOSPITAL PLACEMENT/ PROJECT University Examination Internal Assessment Total for the Subject	67 15 82	36 8 50	80 20 100
PAPER IX - VIVA- VOCE University Examination	68	50	100
GRAND TOTAL	613	450	900
GRAND TOTAL IN WORDS	<u>Six One Three</u>		

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Marks checked by : [Signature]

Section Officer : [Signature]

Asst. Registrar : [Signature]

[Signature]
CONTROLLER OF EXAMINATIONS



Mahatma Gandhi University

Established by Kerala State Legislature by Notification No. 255/1975, dated 17th April 1975



Book No. : 1

Serial No. : 90

Section : EH-JK

KOTTAYAM

Date: 28 JUL 2016

MEMORANDUM

The following marks were awarded to Shri /Smt. Jatana John
 the candidate with Reg. No. A2503 at the Third Semester Master of Hospital Administration
 Degree Examination held in April 2016

SUBJECTS	Marks awarded	Minimum marks required for a pass	Maximum Marks
PAPER I - FINANCIAL MANAGEMENT			
University Examination	43	36	80
Internal Assessment	15	8	20
Total for the Subject	58	50	100
PAPER II - MANAGERIAL ECONOMICS			
University Examination	51	36	80
Internal Assessment	16	8	20
Total for the Subject	67	50	100
PAPER III - MATERIALS MANAGEMENT			
University Examination	60	36	80
Internal Assessment	16	8	20
Total for the Subject	76	50	100
PAPER IV - COST ACCOUNTANCY FOR HOSPITALS			
University Examination	44	36	80
Internal Assessment	15	8	20
Total for the Subject	59	50	100
PAPER V - PLANNING AND MANAGEMENT OF HOSPITAL CLINICAL AND ADMINISTRATIVE SERVICES			
University Examination	45	36	80
Internal Assessment	15	8	20
Total for the Subject	60	50	100
PAPER VI - HOSPITAL INFORMATION SYSTEM			
University Examination	54	36	80
Internal Assessment	15	8	20
Total for the Subject	69	50	100
PAPER VII - MARKETING FOR HEALTH CARE			
University Examination	52	36	80
Internal Assessment	13	8	20
Total for the Subject	65	50	100
PAPER VIII - REPORT ON HOSPITAL PLACEMENT			
University Examination	73	36	80
Internal Assessment	15	8	20
Total for the Subject	88	50	100
PAPER IX - VIVA-VOCE			
University Examination	76	50	100
Grand Total	618	450	900
Grand Total in words	Six One Eight		

Marks entered by : [Signature]
 Marks compared by : [Signature]
 Section Officer : [Signature]
 Asst. Registrar : [Signature]

[Signature]
 CONTROLLER OF EXAMINATIONS

अखिल भारतीय आयुर्विज्ञान संस्थान
अंसारी नगर, नई दिल्ली-110608
All India Institute of Medical Sciences
Ansari Nagar, New Delhi-110608



दूरभाष/Tel. No.: (+91-11) 26594832

(UG): 26594365

(PG): 26593230

फैक्स/Fax : 26589766, 26588663

ईमेल/Email : reg@aiims.ac.in

aiims.reg@gmail.com

No.F.10-473/2015-Acad.II

Dated: 09.12.2015

Certificate

This is to certify that

Mr. Jithin John

has completed

Short Term Training

in the department of

Hospital Administration

at this Institute from

16th November 2015 to 9th December 2015

शरीरमाद्यं खलु धर्मसाधनम्

N.B.:

This Certificate will not be used
on Letter Heads, Visiting Cards,
Name Plates etc. by the trainees.

Jayawale
9/12/15
REGISTRAR



LOURDES HOSPITAL

www.lourdeshospital.in

since 1965

LH/HRD/TRG/2016 - 837

22nd October 2016

To Whomsoever It May Concern

Re: Mr.Jithin John

Lourdes is NABH Accredited 650 bed hospital with super specialty departments such as Cardiology, Cardiothoracic Surgery, Anaesthesiology, Neurology, Neurosurgery, ENT, Vascular Surgery, Bariatric Surgery, Plastic Surgery, Orthopaedics, Urology, Nephrology, Ophthalmology, Rheumatology, Oncology, Gastroenterology and Pulmonology apart from basic clinical departments like General Medicine, General Surgery, Gynaecology & Obstetrics and Paediatrics. It has facilities such as 15 suite Operation Theatre complex, Cath Lab, MRI Scan, CT Scan, US Scan, X-Ray and Nuclear Imaging. It is also a selective centre for DNB training programmes, Paramedical and Nursing PG and UG courses.

Mr.Jithin John, IV semester MHA student of School of Medical Education, Gandhi Nagar, Kottayam has undergone project study in this Hospital from 18th July 2016 to 17th September 2016. During this period he has done a study to assess the 'Time delay in Discharge Process at Lourdes Hospital'.

We wish him well in all the future endeavours.

Fr.Sabu Nedunilath

DIRECTOR



0484-4-123456

Ernakulam, Kochi-682012 Kerala, India
Tel: +91-484-4125555 Fax: +91-484-2393720

lourdeshospital@vsnl.com
www.tb.com/lourdeshospitalkochi



S.H. MEDICAL CENTRE HOSPITAL

Nagampadam, Kottayam-686 001, Kerala, India. Ph: 0481-2562239, 2562240, 2562860, 2560773, 2560774.
Fax: 0481-2567230. Email: shmedicalcentre@yahoo.com Website: www.shmedicalcentretm.com

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Jithin John** a bonafide student of 1st Semester Master of Hospital Administration (MHA), School of Medical Education, Mahatma Gandhi University, Gandhinagar P.O., Kottayam - 686 008 has undergone 21 days project study on "Organizational study of a Hospital" in S.H. Medical Centre Hospital, Kottayam from 6th May 2015 to 29th May 2015.

He was found good, punctual and co-operative during the period of the training in the hospital.

S.H. Medical Centre is a 300 bedded multi-specialty hospital with sophisticated medical equipments and state-of-the-art-facilities.

Kottayam
29-05-2015




Director
SR. ALICE MANIANGATT S.H.
DIRECTOR
S. H. MEDICAL CENTRE
NAGAMPADOM, KOTTAYAM-1
KERALA STATE, INDIA

Departments

!General Medicine !General Surgery !Pediatrics !Gynaecology & Obstetric !Cardiology-Cathlab !Pulmonology !Orthopaedic & Traumatology
!Neonatology-level III NICU !Gastroenterology !Nephrology- Dialysis Unit !Neurology !Urology !Endocrinology !ENT !Ophthalmology !Dermatology
!Physiotherapy & Rehabilitation !Anesthesiology !Critical Care Medicine !Pathology !Radiology !Psychiatry !Learning Disability Clinic (Hridaya Jyothy) !Blood Bank

CERTIFICATE

This is to certify that Mr. Jithin John, IInd semester MHA student of School of Medical Education, Mahatma Gandhi University, Gandhinagar, Kottayam has done 21 days project study in our hospital from 12.10.2015 to 02.11.2015.

We wish him a successful future.

For Matha Hospital, Thellakom
02/11/15
Administrator

Thellakom
02.11.2015

I.C. THAMPAN



Register No : 11101439
Month & Year : March 2014

Mahatma Gandhi University

(Established by Kerala State Legislature by Notification No. 3431/Leg C/185/Law, dated 17th April 1985)



FACULTY OF SOCIAL SCIENCES

The Syndicate of the Mahatma Gandhi University hereby makes known that Sri JITHIN JOHN has been admitted to the Degree of Bachelor of Arts he having been certified by duly appointed examiners to be qualified to receive the same and having been by them placed in the C grade with a Cumulative Grade Point Average of 1.92 at the examination under Choice Based Course-Credit-Semester System and Grading held in March 2014 with the following courses.

<i>Common Course I</i>	ENGLISH
<i>Common Course II</i>	MALAYALAM
<i>Core Course</i>	ECONOMICS
<i>Complementary Course I</i>	HISTORY
<i>Complementary Course II</i>	POLITICAL SCIENCE
<i>Open Course</i>	ENGLISH FOR CAREERS

Given under the seal of the University.

University Buildings
Priyadarshini Hills P.O.
Kottayam - 686 560
Kerala, India

Dated: 24 NOVEMBER 2015



Vice-Chancellor

1311FD 1161311 5711581



GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION

3620

No. HSE 710719

CERTIFICATE

Register Number 7106479

This is to certify that Mr./Ms. **JITHIN JOHN** appeared for the **HIGHER SECONDARY EXAMINATION**
(**COMMERCE** GROUP) held in **MARCH 2011**. He/She is **ELIGIBLE** for higher studies.

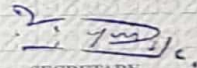
The Scores and Grades obtained by the Candidate are shown below:

SUBJECTS	FIRST YEAR			SECOND YEAR				GRAND TOTAL				Grade Obtained	Grade in Words
	CE	TE	Total	CE	PE	TE	Total	CE	PE	TE	Total		
PART I ENGLISH	15	43	58	19	--	47	66	34	--	90	124	B	B only
PART II MALAYALAM	17	71	88	20	--	76	96	37	--	147	184	A+	A plus
PART III (Optionals) BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT	17	39	56	15	--	36	51	32	--	75	107	C+	C plus
ACCOUNTANCY WITH COMPUTER ACCOUNTING	16	32	48	17	33	24	74	33	33	56	122	B	B only
ECONOMICS	17	54	71	17	--	27	44	34	--	81	115	C+	C plus
COMPUTER APPLICATION	16	26	42	15	39	39	93	31	39	65	135	B	B only

Eligibility for Higher Studies: **None** above for all subjects.



Place: Thiruvananthapuram
Date: 20-05-2011


SECRETARY
Board of Higher Secondary Examinations,
Government of Kerala

IDENTITY CARD

Employee Code : 1600000002



JITHIN JOHN
Public Relations Officer



Lakshmi Hospital

Opposite Zeenath Theater, Sub Jail Road,
Aluva - 683101 Tel: 0484 2631481 85 (5 lines)

Date of Joining : 12/1/2016

Residence
MUTTUMPURAM(H)
ARPOOKARA P.O
KOTTAYAM

Phone:
Mobile No: 9633674528
Blood Group: O +VE

Emergency Contact No: 0484-2385111

Issuing Authority

If anyone finds this card, please return to the
issuing authority of the company