



RENJANA JIJI

PROFILE

Health care administration professional with medical background having reliable knowledge in hospital standards and policies. I am seeking opportunities in high rise hospitals for new administration roles.

CONTACT

PHONE:9113902788

Address: Kureethadom (H),
Elanji (PO) Ernakulam
686665

Email:renjanaancy@gmail.com

SKILLS

- Communication
- Interpersonal skill
- Problem solving ability
- Decision making
- Coordination
- Work under pressure
- Ability to lead

ACADEMIC QUALIFICATION:

- Christ (Deemed to be) University -MBA Leadership and Management (specialization-Health Care Management)-2017-2019
- Bachelor of science in Nursing-St Joseph's college of Nursing, Kothamangalam Kerala-2012-2016
- Fatima Higher Secondary School ,Piravom Kerala-2012

WORK EXPERIENCE

➤ **LOURDES HOSPITAL ERNAKULAM-ASST. QUALITY SYSTEM OFFICER**

- Implementing quality standards across the hospital as per NABH 5th edition
- Develop standards to improve quality patient care as well as patient safety
- In service training
- Internal auditing – clinical & non clinical areas
- Assisted to get NABH reaccreditation in the organization
- NC closure

➤ **THIRUVALLA MEDICAL MISSION HOSPITAL- QUALITY EXECUTIVE**

- Coordinated hospital quality procedures & standards
- Internal auditing
- In service training
- Set up standards for documentation
- Assisted to get NABH entry level certification in the hospital
- NC closure

➤ **ACME HOSPITAL QUALITY CONSULTANCY- QUALITY CONSULTANT ,CHENNAI**

- Quality consultant in various Hospitals
- NABH implementation including System study, system design and documentation, Training and Application Submission.

- Overall knowledge of all department of the hospital includes Quality, Operations, Human Resource, Medical Records and Infection Control Lourdes hospital Ernakulum

METHANKUR CONSULTANCY – QUALITY CONTROLLER

Quality Controller at Jayanagar orthopaedic centre
Nursing coordinator
Trainer and performance evaluator
Pre Entry Level NABH implementation in the hospital

INTERNSHIP EXPERIENCE

NARAYANA HRUDAYALAYA, BANGALORE (OPERATIONS DEPARTMENT)

Operations management team member
Hospital day to day activity coordinator
Introduce health care application to patients
Project -TAT time of discharged patients

MANIPAL HOSPITAL, BANGALORE (HUMAN RESOURCE DEPARTMENT)

Conduct training sections
Hospital recruitment process coordinator
Event management
Record verification

RAJAGIRI HOSPITAL, KERALA (PURCHASE DEPARTMENT)

Proper inventory management
Project-TAT time of OP patients in pharmacy

TECHNICAL KNOWLEDGE

Microsoft word, PowerPoint, excel

PERSONAL INFORMATION

Fathers name: Jiji George

Date of birth: 20/01/1994

Sex : female

Nationality : Indian

Marital status: Unmarried

Language proficiency: English, Malayalam, Hindi

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and ability.