



## CINCY. K. THOMAS

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### Objective

To contribute my functional and technical abilities in the field of health care services and my qualifications contribute to the growth and development of the organization in a leading role and keep in mind the fact that learning never ends.

### Experience

- Nirmala Hospital, Marikunnu, Kozhikodu** March 2021 - August 2021  
Quality Officer  
**Roles and Responsibilities**
  - To capture, analyse quality indicators and provide suggestions or feed back on quality improvement process.
  - Statistical analysis And monitoring of the key performance Indicators both clinical and managerial areas.
  - Prepare report on accreditation process in various levels.
  - Audit and evaluate the quality performance of various departments based on the NABH quality indicators at various levels of accreditation.
- Royal Hospital, Kunnamkulam, Thrissure** August 2017 - January 2020  
Quality Officer  
**Roles and Responsibilities**
  - Assess, initiates and implement quality improvement in line with organization policies and processes.
  - Facilitates NABH team meeting and ensure to meet the reviewed non conformances, observations, cleanliness, quality procedures followed.
  - Conduct periodical internal quality auit and ensure all the legal and statutory requirements met, last audit gap's closed.
  - Conduct NABH training to all Staffs.
- CIMAR Hospital, Ernakulam** June 2016 - August 2017  
Public Relation Officer  
**Roles and Responsibilities**
  - Co-ordinates with both the clinical team and administrative staff to ensure that everything in the hospital runs smoothly.
  - Receiving and Greeting the patients.
  - Handling Patient queries.
  - Maintaining a very cordial and positive atmosphere and maintain excellent relationships with patients.
  - Preparing MIS reports of the hospital on daily basis.

### Education

- Little Flower Institute of Science and Research, Angamaly, Ernakulam** 2013 - 2015  
Master of Hospital Administration  
67%
- Rani Meyammai College of Nursing, Chithambaram, Tamil Nadu** 2008 - 2012  
Bsc Nursing  
65%
- Don Bosco Higher Secondary School, Puthupally, Kottayam** 2006 - 2008  
Class XII  
76%

## Skills

- Problem Solving
- Decision Making
- Eagerness to learn
- Self Confidence

## Interests

- Listening to Music
- Traveling
- Cooking

## Languages

- Malayalam
- English
- Tamil

## Personal Details

- Date of Birth : 27/11/1989
- Marital Status : Married
- Nationality : Indian
- Gender : Female

## Computer Skills

- Ms Excel
- Ms PowerPoint
- Ms Word

## Training Programme

- Implementation of NABH Standards in Hospitals.

## Declaration

- I hereby declare that the above mentioned details furnished by me are true and correct to the best of my knowledge and belief.



CINCY. K. THOMAS