



# SNEHA JOSEPH

Chakkupurakkal (h)

Pandallur(po), Manjeri

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Malappuram: 676521

## PROFILE

Skilled, organized and enthusiastic, I have a holistic view, both in strategic and operational skills within the fields of administration. As I am a fresher willing to team up with great people who have a similar ambition, who encourage growth and are value-driven.

## INTERNSHIP/PROJECT

1. A STUDY TO ASSESS THE LEVEL OF AWARENESS AND ATTITUDE REGARDING GREEN HUMAN RESOURCE MANAGEMENT PRACTICES AMONG EMPLOYEES IN ASTER MEDCITY,KOCHI.(04-07-2022 to 24-08-2022)
  - Coordinated staff recruitment and selection process
  - Monitor and updated personal files
  - Coordinated staff training sessions
  - Assisted in coordinating recreational activities
  - Maintain files of new joiners
2. A STUDY TO ASSESS ROOT CAUSE ANALYSIS FOR REJECTION RATE OF INSURANCE CLAIMS IN LOURDES HOSPITAL, ERNAKULAM.(01-08-21 to 18-08-2021)
  - Assisted in providing information to patients regarding various TPA'S in Lourdes hospital
  - Coordinated various clerical and administrative functions in Insurance department.

## EDUCATION

### **Masters in Hospital Administration**

**LIMSAR, Angamaly** **2022**

Result waiting

### **Bachelor of Commerce(finance)**

**St Mary's College, Puthunangadi** **2019**

Overall B grade

### **PLUS TWO (Commerce)**

**PHSS, Pandallur** **2017**

Overall 86%

### **10<sup>th</sup> CBSE**

**Nazareth School, Manjeri** **2015**

Overall 90%

## SKILLS

Leadership

Problem Solving

Creativity

Team Work

Time Management

Interpersonal Communication

Public Speaking

Research

Patience

Presentation skills

## CONFERENCES / WORKSHOPS ATTENDED

- Exhibition on World Patient Safety Day 17<sup>th</sup> October 2022
- National Conference On Framework For Quality Assurance And Continuous Quality Improvement In Healthcare, STH Q-CONFAB 28 TO 30<sup>TH</sup> June 2022
- National Conference On Medication Safety At Adlux Convention Centre, Kochi MEDSAFECON'22 21<sup>ST</sup> MAY 2022
- Webinar Series On Current Trends In Hospital Administration 01<sup>st</sup> August 2021

## REFERENCE

### **Ms. Reshma Rajan**

Assistant prof: LIMSAR , Angamaly

Ph no: 8369734878

### **Ms. Ammu John**

Assistant prof: LIMSAR , Angamaly

ph no: 9567500156