



SIBY GEEVARGHESE

Social Work Post-graduate with more than 6 years of experience in the field of Medical & Psychiatric Social Work Especially in patient relations, OP & IP departments, grievance handling, administrative assistance, counseling, documentation, hospital accreditation team and promotional activities. Now looking for a suitable position which offers genuine opportunity for career progression and where I can make a significant contribution.

PROFILE

Nationality : Indian
Date of Birth : 09-09-1991
Marital Status: Single
Languages : English, Hindi
Malayalam

COMPUTER PROFICIENCY

MS Office Applications ★★★★★
Adobe Photoshop ★★★★★

CONTACT

ADDRESS

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EDUCATION

- **MSW Master of Social Work**, MG University(2015)
Specialization : Medical and Psychiatry
- **MSc. Psychology**, Madras University (2017)
- **BA. History**, MG University

PROFESSIONAL EXPERIENCES

Nakkada Mission Hospital, Thiruvalla, Kerala
Medical & Psychiatric Social worker
(01-09-2015 to 25-05-2022)

- Work with mental health multidisciplinary team
- Coordinator, hospital accreditation team (NABH)
- Interview patients to assess their illness, record case history & conduct Mental Status Examination
- Help patients by answering their queries
Provide emotional support & Counseling
- Respond and handle patient's concerns properly
- Patient relations, feedback survey, grievance handling
- Support medical staff in OP & IP departments when needed
- Administrative assistance and clerical support to the HR department when needed
- Prepare reports & official documents
- Promotional work for the development of health care services and to enhance hospital visibility.

MOST Rehabilitation and Palliative Care Chengannur, Kerala
Administrative assistant (Voluntary work)
(1-9-2013 to 15-01-2018)

- Clerical & administrative assistance to the management
- Maintain and update employee records (hard & soft copy)
- Maintain and update inmates records (hard & soft copy)
- Prepare reports & official documents
- Update license and certifications from govt. authorities

INTERNSHIP EXPERIENCES

- St. Gregorios Hospital, Parumala, Kerala
- MOSC Medical College Hospital, Ernakulam, Kerala
- Lisie Hospital, Ernakulam, Kerala,

ACCOMPLISHMENTS

- Certification in Person centered therapy
- Completed Diploma in Mission Studies (DMS)
- Worked with an NGO as Resident volunteer (4 years)
- Completed certificate course on graphic designing

STRENGTH AND SKILLS

- Computer Proficiency
- Flexible to accept new ideas and processes
- Able to work individually or as part of team
- Willing to learn new technologies and responsibilities
- Loyal, honest and sincere towards work
- Active listening and patience
- Maintain healthy relationship in the workplace