



GREESHMA JOSE

ADDRESS

📍 Vadakkedath (H),
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🌐 Greeshma Jose

SKILLS

- ▶ Problem Solving
- ▶ Team work
- ▶ Communication
- ▶ Decision Making

REFERENCES

Ms. Deekshitha Sanil
(QMR at KMC Hospital,
Mangalore.)
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Ms. Deeksha Rao
(Asst. Professor at AJIM)
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CAREER OBJECTIVE

Looking for a challenging position where my knowledge and skill can be shared and enriched leading contribution to the enterprise growth and enhancing my ability to achieve target goal. To contribute in building a class business and explore best my professional skill and to increase profit along with quality of that company by use of my ability.

INTERNSHIP

- **KMC HOSPITAL ATTAVAR, MANGALORE**
25/09/2021-24/10/2021
QUALITY INTERN -ADMINISTRATIVE DEPT
 - Active Medical Record Audit
 - Passive Medical Record Audit
 - Feedback collection through digitalization method.
 - Quality indicators.

EDUCATIONAL QUALIFICATION

2022: MBA Hospital Administration & Human Resource (A J Institute of Management, Mangalore, Karnataka)
2019: BCOM Cooperation (Navajyothi Arts and Science College Cherupuzha, Kannur)
2016:Plus two (Govt.Higher Secondary School Kaniyambetta, Wayanad)

TECHNICAL KNOWLEDGE

MS Word, MS Powerpoint, MS Excel, Tally

CERTIFICATIONS

- Tally ERP 9 - GTECH, Kalpetta
- Excel for beginners - Great Learning
- Healthcare Management- Great Learning
- Human Resource Management- Great Learning