



NAYANA VARGHESE

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00919744316970

DOB 30/07/1996

Objective To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

Date of birth 30-07-1996

Languages known English(Read and write), Malayalam(Read and write), Hindi(Read and write), Tamil(understand)

Passport number V8080272

Nationality Indian

Education *Tuv sud ,ISSD kochi,Kerala,India*

Diploma in hospital administration
2021 — 95%

Institute of management and technology,punnapra/University of kerala

Master of business administration
(Human resources and Marketing)
2017-2019 — **First class**

Assumption college,changanacherry/Mahatma gandhi university,kottayam

Bachelors degree in English literature,communication and journalism
2014-2017 — **First class**

Indian school al-seeb,Muscat,Oman/CBSE board,Delhi

Class 12
2013-2014 — 75%

Indian school al-seeb,Muscat,Oman/CBSE board,New delhi

Class 10
2011-2012 — **8.4 CGPA**

Projects **Placid vidya vihar, Changanacherry**
Internee in teaching

Jaihind Tv, Palarivattom
Internee in journalism and news reporting

Nice chemicals, Edappally
Organisational study on the various departments of the organisation

Traco cables, Thiruvalla
Project on performance appraisal

Experience

Believers Church Medical College Hospital, Thiruvalla

19/09/2020 - 7/12/2022

Secretary to the Medical Superintendent

- 1.Coordination of daily meetings in the Medical superintendents office.
- 2.Ensuring availability of the Medical superintendent office members,Assistant Directors,Director and the Manager.
- 3.Preparation of Meeting Minutes.
- 4.Presentation of the meeting minutes.
- 5.Discussion and followup of the pending works of previous minutes.
- 6.E-mail intimation of everyday minutes.
- 7.Preparation and intimation of the CEO/CMO duty list.
- 8.Updating the everyday caring team which includes CEO,CMO,Security officer,Public relation officer and shift supervisor.Informing them regarding the meeting time and ensuring whether the meeting was conducted.
- 9.Ensuring the attendance of the Interns(Jr doctors) posted in the Medical superintendent office.
- 10.Preparation of Circular/notice /letters that is to be made official and publishing on the organisations official website.
- 11.Distribution of masks to the junior doctors.
- 12.Inventory and stationary purchase .
- 13.Purchase of required number of masks for a particular month.
- 14.Maintaining assets and documents of Ms office.
- 15.Finding solutions and follow up of all the complaints (patient related,staff related,billing related etc.)recieved in Ms office.
- 16.Documentation of all the activities taking place on a daily basis.
- 17.Documentation of all the deaths taking place everyday.Follow up of death audits .Enquiring about the patient name,cause and date of death,date of admission and preparation of death summary.
- 18.Preparation of death audit reports based on need by the DMO office/by court.
- 19.Ensuring cleanliness of the office by coordinating with the house keeping department.
- 20.Maintained a good rapport with the engineering team,operations team,housekeeping,patient care services,billing,insurance etc.
- 21.Coordinating and ensuring the availability of members for the tumour board meetings.
- 22.Helping the interns in completing the cross consultation and ensuring the consultant visit of all the admitted patients.
- 23.Intimation of the Op visit summary .
- 24.Analysis of total deaths,total op,total pharmacy numbers,total ip,procedures etc.
- 25.Assigning the duties of daily rounds to the Assistant Directors,Hr and CNO.
- 26.Attending the board meetings in the absence of the Medical superintendent.
- 27.Giving suggestions on complicated problems during meetings.

Internships and activities done during the period

Trainee

1.Internship in Human resource department

Developed and executed HR policies and programs.

- Used softwares to prepare corespondance and presentation.
- Answered number of calls per day to assist recruitment.
- Advertised job oppurtunities on social media platforrms and job boards.

2.Internship in Marketing department

- .Managing social media web pages.
- .Advertising through social media platforms.
- .Managing leads through online pages of organisation.

3.Internship in Teaching

- .Managing students of classes 1-8.
- .Taking communication as well as grammar classes to students.
- .organising classroom and coursework.
- .Assigning homeworks and assignments.
- .Determining exams and grades.
- .Maintaining record of student attendance,grades etc.

4.Internship in Journalism

- .Taking bytes of celebrities
- .involving in news reporting
- .proofreading
- .writing,editing and submitting copies
- .attending events,pressmeets,filmpooja etc.
- .establishing and maintaining contacts with other channels and channel members

5.Workshop on Body language and postures By Gillette group

6.Red cross certification on First aid

***Achievements
& Awards***

Red cross certification
Gillette certification in body language and postures

Skills

- Recruitment and hiring
 - Awareness about ethical responsibilities in an organisation
 - Adaptive to new changes
 - Multitasking skills
 - Communication skills
 - Decision making
 - Employee relations
 - Customer service
 - Team work
 - Empathetic and leadership skills
 - Passionate about work
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Declaration

I here by declare that the information given above are true and to the best of my knowledge

Signature: _____



Nayana varghese