



DURGA LAKSHMI M S

CONTACT

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MUTHALAKUZHIYIL (H)
PLASSANAL P O PIN: 686579

OBJECTIVE

Looking forward to secure a responsible career opportunity in Hospital Administration Department to fully exploit my knowledge, skills and experience towards the growth and success of the organization while pursuing personal and professional advancement opportunities.

ACADEMIC QUALIFICATION

Master of Hospital Administration (MHA)

2018 - 2020

Center For Professional and Advanced Studies, School of Medical Education , Gandhinagar, kottayam, (Affiliated to Kerala University of Health Sciences)

Bachelor of Science in Botany

2015- 2018

Alphonsa College, Pala, Arunapuram P O, (Affiliated to MG University)

Senior Secondary

2013- 2015

S.M.V HSS, Poonjar, Panachippara P O

SSLC

2013

Swami Vivekananda Vidyalayam, Panackappalam

EXPERIENCE

Najath Hospital, Aluva

25/08/2021 - 30/04/2022

Quality Executive

- 1) Ensuring crash cart and inventory in ICU, Casualty, and Nursing Stations.
- 2) Team Member for preparing Quality Indicator for NABH.
- 3) Provide NABH and Quality training to the staff for their continuous quality improvement.
- 4) Coordinating various committee meetings and make followup of the action taken item.
- 5) Working with Infection control team and provides supports for their daily functions.
- 6) Conduct Quality rounds in ICUs, Wards, Casualty, OTs and OPDs.
- 7) Act as a keyrole in coordinating and ensuring day to day activities of HR Department and report to Senior Manager.
- 8) Assisting with the completion of Registers in all departments.
- 9) Monitoring proper disposal of BMW.

SKILLS

Good Communication
Team Management
Hard working
Customer service
Computer knowledge: Microsoft office, Word, Excel, Power Point

IMPORTANT ACHIEVEMENTS

GENERAL HOSPITAL, KOTTAYAM
Trainee Posting in every department of hospital within 25 working days which was on the basis of my Post Graduation Curriculum.

INTER UNIVERSITY CENTRE FOR BIOMEDICAL RESEARCH AND SUPER SPECIALTY HOSPITAL, THALAPPADY, KOTTAYAM.
Participated in the 15 days survey conducted by as a part of Epidemiological study.

REFERENCE

Mr. Siby Thomas - "School Of Medical Education Gandhinagar"

Asst. Professor
ph: 9496414352

Mrs. Greeshma S - " School Of Medical Education Gandhinagar"

Asst. Professor
9447779276

PERSONAL PROJECTS

AL- AZHAR MEDICAL COLLEGE AND SUPER SPECIALTY HOSPITAL, THODUPUZZHA

Project Trainee

Project conducted on the topic "A study to assess the inventory management in pharmacy store using FSN and ABC technique" for 45 working days which was on the basis of my Post Graduation Curriculum.

LISIE HOSPITAL, ERNAKULAM

Project Trainee

Project conducted on the topic " A study to assess the infection control practice in different ICU's" for 15 working days which was on the basis of my Post Graduation Curriculum.



CONFERENCE ATTENDED

One day conference workshop on **Disaster Management and Emergency Preparedness** in Rajagiri Hospital Aluva, Ernakulam.

YUVA 2019: **One day national colloquium on Innovative Hospital Administration** in Pillar Centre Madurai.

SAHYA 2019: **One day national conclave on Smart Hospital Administration** in Dr. Somervellal Memorial C.S.I Medical College and Hospital, Karakonam.

Heal 2019: **National Conference on Health Care Excellence Through Administration & Leadership** in Baby Memorial Hospital, Kozhikode.

Fundamentals of Health Financing & Health Technology Assessment in Pushpagiri Institute of Medical Sciences and Research Centre Thiruvalla.



CO- CURRICULAR ACTIVITIES

A Programme Named "Kooda", An Awareness Programme about Child Abuse Conducted in General Hospital Kottayam.

Corona Pandemic Awareness & Distribution of Self Made Mask & Sanitizer for Daily Workers in Kottayam town. Collaborated with Shri. Thiruvanchoor Radhakrishnan. Collectorate, Kottayam.



OTHER PERSONAL DETAILS

Date of Birth : November 24 , 1997

Gender : Female

Marital Status : Single

Nationality : India

Languages known : Malayalam, English



HOBBIES

Reading

Travelling

Dancing

Listening music

Watching movies



DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: Panackappalam Durga Lakshmi M S

