

REENU RAJU

MANAYANICKAL House,

Kalayanthani P.O, Alakode- 685588, Kerala

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CAREER OBJECTIVE

Seeking for a responsible job in a reputed, progressive and service oriented health organization who can make best use of my abilities and skills in healthcare management that will absolutely help me to contribute my effort in healthcare administration.

ACADEMIC PROFILE

COURSE	NAME OF INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASS	% OF MARKS/ CGPA
MHA	Little Flower Institute of Medical Sciences and Research Angamaly	Kerala University of Health Science	2020	69.7%
Bsc Zoology	Newman College Thodupuzha	Mahatma Gandhi University	2018	85.6%
CLASS XII	SGHSS Muthalakodam	HSE	2015	83.5%
CLASS X	Vimala Public School Thodupuzha	CBSE	2013	87.4%

WORK EXPERIENCE

- Working as operations executive in General Administration Department at KMCT Medical College Hospital, Kozhikode (5th April 2021- Till date)
- Appeared as Operations Manager for NABL Audits in Central Laboratory, at KMCT Medical College Hospital, Kozhikode.
- Worked as HR trainee at Holy Family Hospital, Muthalakodam(1st Dec 2020 – 28thFeb 2021)

AREA OF INTEREST

- Operations Management
- Human Resource Management
- Quality Management
- Public Relations

PERSONAL DETAILS

Date of birth : 17/09/1996

Sex : Female

Marital Status : Unmarried

Permanent Address : Manayanickal (H) Kalayanthani P.O, Alakode, Pin: 685588

Mother Tongue : Malayalam

IT SKILLS

- **Operating systems** Windows XP, Windows 7, Windows 10
- **Microsoft Office** tools like Word, Excel, PowerPoint

ACHIEVEMENTS

- Successful NSS volunteer.
- Appeared in two NABL audits at Central laboratory, KMCT Medical College Hospital.
- Participated in various national conferences:
 - HEAL 2018 at Baby Memorial Hospital Kozhikode.
 - HOSPITALS EN MASSE 2019 at Dr. John Mathai Centre, University of Calicut.
 - AHSCON 2020 at NIMHANS Bengaluru

CERTIFICATIONS

- Online certificate program- ISO 15189:2012 Medical Laboratories Requirements for Quality & Competence and Internal Auditor Course (August 14-17, 2021), organized by MY QUALITY TEAM

EXTRA CIRRICULAR ACTIVITIES

- Participated in seven days NSS camp.
- Participated in inter college fests.
- Participated in school and college Arts Fest (Dance).
- Participated in different quiz competition.

PROJECTS DONE

- A study on the awareness of biomedical waste management among nurses in operation theatre at Chazhikattu Hospital, Thodupuzha for the academic session 2018-2019
- A study to assess the level of retention and its relation to job involvement among employees of Holy Family Hospital, Muthalakodam for the academic session 2019-2020.

DECLARATION

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

Place: Alakode

Reenu Raju