




SREERAJ S

MASTER'S OF HOSPITAL ADMINISTRATION

PERSONAL PROFILE

Career Objective: To enhance my professional skills, capabilities and knowledge in field of Hospital Administration, by being part of a progressive Healthcare organization which recognizes the value of hard work and trusts me with responsibilities and challenges that secure my career and thereby contribute towards organizational goals.

CONTACT ME AT

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SKILLS SUMMARY

- Confident to take challenges
- Good communication skill
- Critical thinking
- Leadership quality
- Adaptability

PERSONAL PROFILE

Date Of Birth : 08/05/1997
Marital Status : Single
Nationality : Indian

LANGUAGES KNOWN

English - Intermediate
Hindi - Basic
Malayalam- Proficient



WORK EXPERIENCE

1)St.Thomas Hospital,Chethipuzha

Quality Executive

- Conduct audits and assessments to ensure patient safety.
- Undertakes Daily rounds as per the schedule and submit the report of observed deficiencies and take corrective actions.
- Coordinated Mock drills for Emergency Preparedness color codes.
- Trainer of Induction programmes and Annual Training schedules.
- Worked as a part of different certification process- NABL, MBFHI, Nursing excellence, Green OT, Blood Centre Accreditation, Emergency Department Certification.

2)Pushpagiri Medical College Hospital,Thiruvalla

Quality Executive

- Perform Incident Report investigations by using root cause analysis and coordinate the implementation of CAPA.
- Coordinate with all other departments to collect performance and clinical indicators of hospital and submit the report to the Manager for further process.
- Done Medical Records and cross consultation Audit.
- Identification of gap, develop action plan under the guidance of Quality Manager and monitor compliance.
- Prepare meeting minutes and follow up on action taken status on the report.

3) Little Flower Hospital & Research center, Angamaly

Quality Executive – Observer

- Part of NABH internal audit preparation
- Part of Mock Drill for code RED (Fire) , code ORANGE (Mass Casualty) , code YELLOW (Hazardous Spillage) ,code WHITE (Violent patient/relative)
- Done signage audit,Safety audit and Lift audit
- Patient feedback analysis
- Participated in Facility Rounds
- Done analysis of Incident Report
- Volunteering-at COVID 19 vaccination centre



EDUCATIONAL HISTORY

- **Masters in Hospital Administration(MHA) (2019-2021)**

Little Flower Institute of Medical Science and Research, Angamaly ,

- **BSc. Physics (2016-2019)**

St .Berchmans Autonomous College , Changanacherry

- **HSE in Biology science (2014-2015)**

Sacred Heart Higher Secondary School, Changanacherry

- **SSLC (2013)**

Sacred Heart Higher Secondary School, Changanacherry



ACHIEVEMENTS & AWARDS

- ❖ Participated in Hospica En Masse-8th National conference on ‘Hospital 2.0’ held on Dr. John Mathai center, Thrissur , Kerala.
- ❖ Took part in Webinar Series of Current ‘Trends In Hospital Administration’ by School of Medical Education,Kottayam , Kerala.



CURRICULUM PROJECTS

❖ Done curriculum project on topics-

1) A study to assess the expectation and perception of health insurance among inpatients

&

2) A study to assess the level of communication between nurses and patients in emergency department.



DECLARATION

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear responsibility for correctness of the above mentioned particulars.

DATE : 28/03/2023

Sreeraj S

PLACE : Changanacherry