

Dr. P N Fathima Beevi

Medical Officer



Pathuvana House,
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Cochin, Kerala - 683104



25.07.1995



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PROFILE

Self-motivated and well-organized, with excellent communication and leadership skills, and a strong ability to adapt in a fast-changing workplace. Experienced in data analysis and implementing innovative technology solutions to ensure the seamless operation of the hospital and patient care services. Seeking a career as an Medical Officer in a reputable hospital to learn new skills and expand my knowledge to further my personal development.

EDUCATION

- | | |
|-------------------|--|
| 01.2022 - 03.2023 | University of Hyderabad, Telangana
PG Diploma in Hospital Management (PGDHM) |
| 03.2022 - 06.2022 | Department of Global Health, University of Washington
Leadership and Management in Health (Certificate Course) |
| 08.2014 - 02.2019 | Hamdard Institute of Medical Sciences & Research, New Delhi
Bachelor of Medicine, Bachelor of Surgery (MBBS) |
| 06.2011 - 03.2013 | Najath Public School, Kerala
Higher Secondary |

EXPERIENCE

- | | |
|-------------------|---|
| 06.2020 - 12.2021 | Hakeem Abdul Hameed Centenary Hospital, New Delhi
Junior Resident (Hospital Administration) <ul style="list-style-type: none">• In conjunction with the Medical Superintendent, implemented daily rounding for quality and compliance on every patient.• Independently performed highly responsible administrative duties in Hospital Covid Block and Private ward with general supervision from the Medical Superintendent.• Daily reporting of Bed availability of the hospital and Covid Patient's status to the Delhi Covid Portal.• Experience in all aspects of Hospital Management including manpower planning, facilities administration, cross-divisional coordination with external bodies for smooth running of the hospital & patient care service.• Prepared monthly reports detailing professional services rendered.• Ensured that electronic medical records software contained current information.• Maintained organized medical and employee records.• Check for proper housekeeping of the hospital premises including BMW.• Ensured prompt ordering and stocking of medical and office supplies in the Private ward and Covid Block• Answered queries from doctors, nurses and healthcare staff.• Resolved potential issues with patients; stayed up-to-date with healthcare regulations |
|-------------------|---|

03.2019 - 03.2020

Hakeem Abdul Hameed Centenary Hospital, New Delhi

Resident Intern

- Assisted in administrative works under the guidance of Medical Superintendent.
- Contributed to implementing E-Prescription.
- Assisted in development of modules in Hospital Information System (HIS).
- Assisting the Senior Doctor in checking the patients.
- Diagnosing the disease as per the symptoms.
- Checking vitals and doing examination of patients.
- Basic treatment during the event of Emergency.
- Handling out the task of checking vitals.

LICENSES & CERTIFICATIONS

- **Advanced Cardiac Life Support (ACLS)**
American Heart Association
July 2022 - July 2024
- **Basic Life Support (BLS)**
American Heart Association
June 2022 - June 2024
- **Registered Medical Practitioner**
 1. Delhi Medical Council
Registration No. : 26801
10 July 2020 - 9 July 2025
 2. Kerala State Medical Councils
Registration No. : 86788

POSITIONS OF RESPONSIBILITY

- Member of Website Committee for HIMSR & HAHC Hospital. (2020-2021).
- Senior Student Representative of the Anti-Ragging Committee of HIMSR. (2019).
- Core committee member of Anastomosis 2018, Inter-Medical College Sports, and Cultural Fest. (9th to 11th May 2018).
- Organizing member of Anastomosis 2017, Inter-medical College Sports Tournament. (5th to 7th April).

KEY SKILLS

- ✓ Effective interpersonal skills
- ✓ Leadership skills
- ✓ Team-work skills
- ✓ Decision -making & Problem-Solving
- ✓ Management & Organisational skills
- ✓ Attention to detail

PERSONALITY

- ✓ Empathetic
- ✓ Self - motivated
- ✓ Quick Learner
- ✓ Punctual & Disciplined
- ✓ Flexible & Reliable
- ✓ Innovative & Creative

SOFTWARE SKILLS

Hospital Information System	★ ★ ★ ★ ★ ★
Microsoft Powerpoint	★ ★ ★ ★ ★ ★
Microsoft Word	★ ★ ★ ★ ★ ★
Microsoft Excel	★ ★ ★ ★ ★ ☆
Adobe Photoshop	★ ★ ★ ★ ☆ ☆

LANGUAGES

English	★ ★ ★ ★ ★ ★
Malayalam	★ ★ ★ ★ ★ ★
Hindi	★ ★ ★ ★ ★ ☆
Tamil	★ ★ ☆ ☆ ☆ ☆

PUBLICATIONS

5. S Khan, **P.N Fathima**, M Husain, M Jaseem, S Jetley. Helicobacter pylori Infection and associated risk factors in patients with Upper gastrointestinal symptoms. International Archives of BioMedical and Clinical Research 2017; 3:41-5. (ISSN 2454-9886)

1. Medical Certification of Cause of Death		
Medical Education Unit, HIMSR, New Delhi	CME cum Workshop	03/07/2021
2. Programme on Implementation of NABH 5th Edition Standards for Hospitals		
National Accreditation Board for Hospitals & Healthcare Providers (NABH) at HIMSR, New Delhi	Virtual Workshop	01/06/2021-03/06/2021
3. Upcoming & Promising Areas in Anaesthesia		
Department of Anaesthesia, HIMSR under the aegis of ISA, Delhi	CME DMC Credit Hours - 4 hours	20/02/2020
4. Functional Endoscopic, Sinus Surgery (FESS)		
Department of ENT & Head and Neck Surgery, HIMSR, New Delhi	CME DMC Credit Hours - 4 hours	02/11/2019
5. Observe, Interpret and Learn		
Department of Obstetrics and Gynaecology, HIMSR and Indian Journal of Medical Specialities, New Delhi	CME cum workshop DMC Credit Hours – 6hour30minutes	24/09/2018
6. Skills in Obstetrics & Gynaecology		
Department of Obstetrics and Gynaecology, HIMSR, New Delhi	CME DMC Credit Hours - 3 hour 30 minutes	08/05/2018
7. Writing a Research Paper		
Department of Obstetrics and Gynaecology, HIMSR and Indian Journal of Medical Specialities, New Delhi	CME DMC Credit Hours - 2 hour 30 minutes	07/05/2018
8. Basic Surgical Skills		
Department of Surgery, HIMSR, New Delhi	Workshop	03/04/2017
9. Scientific Paper Writing Workshop		
VAMSCON 2016 Vardhman Mahavir College & Safdarjung Hospital, New Delhi.	Workshop	31/01/2016
10. Oncopathology Workshop		
VAMSCON 2016 Vardhman Mahavir College & Safdarjung Hospital, New Delhi.	Workshop	29/01/2016

AWARDS & ACHIEVEMENTS

1. Certificate of Appreciation for the Relentless efforts in supporting persons affected by the Covid Pandemic by DMC India and Karmodaya at Jamia Hamdard, New Delhi. (15/09/2022)
2. Provided free telemedicine helpline services to the public during the Covid Pandemic through DMC India since 2021.
3. Short-Term Studentship-2016 for the project entitled "Study of Helicobacter pylori infection and associated risk factors in upper gastrointestinal disorders with special emphasis on smoking, alcohol consumption, and socioeconomic status" under the guidance of Dr. Sabina Khan by Indian Council of Medical Research (ICMR), New Delhi. (2016)
4. First Prize in "All India Poster Making Competition" organized on "World Health Day 2016" by Director General of Health Services (DGHS), Govt. of India. (2016)
5. Second Prize in poster making for World Health Day 2016 organized by the Dept of Community Medicine at Hamdard Institute of Medical Sciences and Research, New Delhi. (2016)
6. First Prize in the "Antibiotic Awareness E- Poster Competition" by Dept of Pharmacology at Hamdard Institute of Medical Sciences and Research, New Delhi. (2016)
7. Second Prize in the Poster Competition "Save Live: Clean your Hands" by the Dept of Microbiology at Hamdard Institute of Medical Sciences and Research, New Delhi. (2016)
8. Second Prize in the Poster Competition "Save Live: Clean your Hands" by the Dept of Microbiology at Hamdard Institute of Medical Sciences and Research, New Delhi. (2015)
9. Prof. Satish John Memorial Best Project Award for "Boat Security system" in Yuva Mastermind 2011 from former President Dr. APJ Abdul Kalam. (2011)