



JYOTHIKA M J

CONTACT

📞 7994647963

📍 Ernakulam

✉ jyothikamjj@gmail.com

PERSONAL DETAILS

DOB: 02/01/2002

LICENSE: VALID

NATIONALITY: INDIAN

MARITAL STATUS: UNMARRIED

COMPUTER SKILLS

MS OFFICE
POWER POINT
MS EXCEL
MS WORD
PAGE MAKER
ADOBE PHOTOSHOP

CERTIFICATIONS

Basic Computer Operations
Certification in Basic Life Support
NSS(National Service Scheme

LANGUAGES

MALAYALAM: Read , Write, Speak

ENGLISH : Read , Write, Speak

HINDI : Read , Write, Speak

REFERENCE

Dr.Vishnu Murthy
Emergency medical physician in B&B
memorial hospital thrikkakara
ph:8606476006

Mrs.Gifty
Medical Records department HOD in
B&B memorial hospital thrikkakara
Ph:7994491383

PROFESSIONAL SUMMARY

Passionate Healthcare Administrator dedicated to providing comprehensive care and administrative support for patients. Skilled at coordinating benefits and services with medical providers, managing internal database and information systems, and processing and organizing medical records.

WORK EXPERIENCE

6 month Internship in hospital administration (Worked in Front office, Public relation officer,HR, Medical record Department) at B&B memorial hospital thrikkakara

EDUCATIONAL BACKGROUND

- PGDIPLOMAINHOSPITAL ADMINISTRATION(PURSUING)NEXORAACADEMY,KALOOR, ERANAKULAM,2022
- BACHELOROFCommerce(FINANCE),UNIVERSITY OFCAL ICUT,2019-2022
- HIGHERSECONDARYEDUCATION, GOVTHIGHERSECONDARYSCHOOLMULLASSERY Percentage:83%2017-2019
- MATRICULATION CHRISTKINGCONVENTSCHOOLPAVARATTY PERCENTAGE:90% 2017

MANAGEMENT KEY SKILLS

*Operational excellence Patient care
management Quality assurance
Strategic planning and leadership
Procurement management
Cross functional co-ordination*

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

Date :

JYOTHIKA M J

Place :