



# DURGA LAKSHMI M S

## CONTACT

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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, THODUPUZHA

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