



SONA SAJI

HOSPITAL ADMINISTRATION

PROFILE SUMMARY

I recently completed an international PG Diploma in hospital administration, which has equipped me with a comprehensive understanding of the healthcare industry. This program provided me with a strong foundation in hospital management, healthcare operations, and strategic planning. I have gained valuable insights into the key aspects of hospital administration, including finance management, human resource management, and quality improvement.

EXPERIENCE

Internship at Believers Church Medical College Hospital

JULY 2023-AUGUST 2023

Department of Operations

- CUG phone audit
- Asset coding
- Asset management
- Facility Rounds
- Event coordination
- Waste management

EDUCATIONAL RECITAL

International PG Diploma in Hospital Administration (IACET) :Ibis Academy of higher education

IACET is an International Accreditors for Continuing Education & Training and is an International standard development organization that provides a framework for learning process excellence, which is globally accepted under ANSI (American National Standard Institute).

Major Topics Learned:

Service industry, Human resources, Operations and maintenance, Purchase and materials management, Marketing and brand building, Drugs and Pharmaceuticals, NABH, Insurance.

Major Workshop under IACET which provides CEU :

- Emergency Life Support Programme
- Anti-Drugs Awareness
- Fundamentals on Fire & Safety -Rescue Operations
- Road safety Awareness
- World Patient Safety Day Exhibition 2022

ADDITIONAL QUALIFICATIONS:

- **BA Economics**, 2019-2022 (University of Calicut)
- **PLUS TWO** (Computer Commerce) ST.Gemmas Girls Higher secondary School
- Office Secretary- MS Office

CONTACT

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Angadipuram, Malappuram

PERSONAL SKILLS

- Leadership
- Problem Solving
- Friendly Nature
- Organizing
- Good Communication

TECHNICAL SKILLS

- Word
- Excel
- PowerPoint

PERSONAL INFORMATION

- **DATE OF BIRTH:**
13/05/2001
- **LANGUAGES KNOWN:**
English- (Intermediate)
Malayalam- (Native)
Hindi- (Beginner)