



SNEHA VARGHESE

EXECUTIVE -
ADMINISTRATION

CONTACT

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CAREER OBJECTIVE

To carve out a special place in the field of administration that help me to attain greater of my career. To acquire a position in an organisation which is more suited to my knowledge.

EDUCATION

Master of Hospital Administration

MOSC Institute of Allied Health
Science, Kolenchery
Kerala University of Health Sciences,
Thrissur

Batchelor of Science (Botany)

St.Peters college, Kolenchery
Mahathma Gandhi University, Kottayam

SKILLS

- Leadership and coordinating skill
- Good communicator and listener
- Hardworking
- Good Time Management
- Willingness to learn
- Good interpersonal relationship
- Positive and goal -oriented

EXPERIENCE

Junior Executive -Operations

Insurance Department
RAJAGIRI HOSPITAL
CHUNANGAMVELY,ALUVA

- DEC 2021- AUG 2023 (Till now)

TECHNICAL PROFICIENCY

Working efficiency of MS Word , MS Excel and MS PowerPoint
Working efficiency in data entry

WORKSHOPS/SEMINARS/CONFERENCES

Conducted State Level Conference on "CSSD Management, Sterilization and Infection Control" at M.O.S.C Medical Mission Hospital, Kolenchery.

Attended "Fundamentals of Health Financing and Health Technology Assessment" at Pushpagiri Institute of Medical Sciences and Research Centre, Thiruvalla.

PROJECT PRESENTATIONS

A study to assess the stress level and absenteeism among nurses at Sanjoe Hospital,Permbavoor

A study of assess the relationship between Organisational climate, Motivation and Engagement among Paramedical staff at Mar Baselious Medical Mission Hospital, Kothamangalam