

# BISMI MATHEW

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Contact: 7902733628 DOB:15/12/1999

Address: Puthenpura(H) Amichakary,Champakulam PO,Alappuzha 688505

Nationality : Indian

An aspiring graduate in MHA with 4 months' expertise as quality executive. Being an empathetic and organized individual, seeking for opportunities where I can nurture my skills and capabilities as well as to contribute to the organizational upswing

## AREAS OF EXPERTISE

Quality Control

Medical Audits

HR

Operation

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## PROFESSIONAL WORK EXPERIENCE

### **Junior Quality Executive**

**Gujarat Adani Institute of Medical Sciences (4 months)**

#### **Job Responsibilities**

- Conducting internal audits and inspections to identify non-compliance issues and areas of improvement.
  - Ensured that all near misses/ incidents/ sentinel events are informed to various stakeholders duly within timeframe and are properly investigated.
  - Supporting the development and execution of quality control procedures and processes.
  - Collecting and analyzing data to monitor and measure process performance.
  - Assisting in conduction training sessions on quality standards and procedures.
  - Supporting the preparation of quality reports and metrics for management reviews.
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## INTERNSHIPS

### **Internship on Quality, HR and Operations**

**St. John's, Medical College Hospital Bangalore (6 months)**

#### **Job Responsibilities**

- Worked on NABH accreditation 5<sup>th</sup> edition

- Performed and presented medical audit, Internal audits, Ward audits and Pharmacy Audit
  - Implement software for the hospital's Human Resource Management System.
  - Streamline processes in the Human Resource Department for Digitalization of HR Processes.
  - Manage and update the hospital's Current Performance Appraisal forms.
  - Review and manage Leave policies and duty roaster management among various hospital personnel categories.
  - Establish efficient methods for data movement from paperless to the new HR Software.
  - Preparation of departmental KPI s and KPA s.
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### **RESEARCH EXPERIENCE**

1. “A study to assess the awareness of antenatal care model of WHO among the patient and staff of SJMC for a positive pregnancy experience.” (2020-2022)
  2. “Study on the impact of Stressful conditions on Poecilia Reticulata” (2017).
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### **ACADEMIC QUALIFICATIONS**

- **MHA (Masters in Hospital Administration) – 2020 -2022**  
St. John’s National Academy of Health Sciences  
Rajiv Gandhi University Bangalore  
Score: 1<sup>st</sup> class
  - **Bachelors in Zoology -2017-2020**  
Assumption College Changanassery  
Mahatma Gandhi University  
Score: 75%
  - **Higher Secondary Education (12<sup>th</sup>)**  
St. Mary’s Higher Secondary School Champakkulam  
Score: 78 %
  - **Secondary Education (10<sup>th</sup>)**  
St. Mary’s Higher Secondary School Champakkulam  
Score: 90 %
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### **PERSONAL STRENGTHS**

- Highly Organized
  - Collaborative
  - Delivering positive customer engagement
  - Leadership abilities
  - Good Communication & interpersonal skills
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### **TECHNICAL SKILLS**

- MS Office tools
  - Data Analysis
  - SPSS Software
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### **HOBBIES & INTERESTS**

- Handcrafting
  - Gardening
  - Reading
  - Social Work
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### **LANGUAGE PROFICIENCY**

- Malayalam – Native /Bilingual Proficiency
  - English – Excellent Working Proficiency
  - Hindi – Professional Working Proficiency
  - Tamil – Professional Working Proficiency
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### **PROFESSIONAL REFERENCES**

#### **1.Martin George**

Assistant Manager of Public Health  
Gujarat Adani institute of medical sciences  
(GAIMS)  
Email: martin.george@gaims.ac.in  
Mobile:9879972952

#### **Rev Fr. John Varghese Thekkekara**

Associate Director- St. John's Medical College  
Hospital, Bangalore, India  
Email: [fr.johnvarghese@stjohns.in](mailto:fr.johnvarghese@stjohns.in)  
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### **DECLARATION**

I do hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Bismi Mathew

