

# JOBY THOMAS



## Personal Data

Address : Moolamkuzhiyil  
Puthen Veedu,  
Cherupuncha  
Peringanad,  
Adoor Kerala  
691551

Contact No/ Dubai : 00971509694395  
Contact No/ India : +91-7976270266  
E-mail : [jobythomasj143@gmail.com](mailto:jobythomasj143@gmail.com)  
Date of Birth : 17<sup>th</sup> Feb 1996.  
Nationality : Indian

## Language Proficiency

English, Malayalam & Hindi

## Computer Proficiency

- Adequate Computer knowledge.
- Proficiency in Microsoft Office Suite.

## Educational Qualifications

- Master in Hospital Administration
- B.Sc. Nursing

## Career objective

Seeking position as a Senior Associate in Surgical ICU to utilize my 2 years and 7 months of experience, as well as to continue enhancing my skills and knowledge in the administration field. I am a team player who is highly motivated and strives to provide exceptional patient satisfaction, utilizing my knowledge and experience.

## Technical Skills

- Intensive Care Unit management
- Conducting Multi-disciplinary meetings with patient's bystanders and doctors
- Organizing ICU meetings
- Working as Manager on Duty (MOD)
- Allocation of hospital beds for OT patients in respective ICU's
- Maintaining statistics of ICU patients (In flow & Out flow)
- Maintaining Equipment utilization report

## Profile and Strength

- Leadership in the Workplace
- Strategic and Mission Planning
- Organizational Development
- Documentation / Reports
- Administrative support.
- Time management
- Good communication

## Project

- Study to analyse the Quality of Clinical Documentation of Surgical records and knowledge of nurses regarding Clinical documentation in District Hospital, Jalore, Rajasthan.
- Study on compliance of ICU to Hospital Infection Control related standards as per NABH in Pushpagiri Medical College, Thiruvalla

### **Work experience**

- Senior Associate – Surgical Intensive Care Unit 1<sup>st</sup> March 2021 – 30<sup>th</sup> September 2023, Aster Medcity, Cochin

### **Educational Qualification**

<b>Name of Course</b>	<b>College</b>	<b>Board/University</b>	<b>Year</b>	<b>Percentage</b>
Master of Hospital Administration	M.O.S.C Medical college, Kolenchery, Ernakulam	Kerala University of Health Sciences, Thrissur	2018- 2020	77.92
Bachelor of Science	Azeezia Medical College, Meeyannoor, Kollam	Kerala University of Health Sciences, Thrissur	2013- 2017	69.4%
Higher Secondary	All Saints Public School and Junior College, Adoor	Central Board	2013	67.4%
Matriculation	Emmanuel Mission Senior Secondary School, Jalore, Rajasthan	Central Board	2010	9.6

### **Declaration**

I hereby declare that the given information is correct and complete to the best of my knowledge and belief. I forward this resume for your kind perusal. I shall be highly obliged a personal interview can be arranged so that you can gauge my credential on an interactive level.

Thanks & Regards  
Joby Thomas

### **References:**

1. Dr. Suresh G Nair  
Head of the department of Anesthesiology and critical care  
Aster Medcity, Kochi  
Contact number - 9847040849
2. Dr. Jithendra T  
Senior consultant – Department of Anesthesiology and critical care  
Aster Medcity, Kochi  
Contact number – 9249417770