

# SIBI JULIES

Quality Co Ordinator

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📍 Valookkaran House,  
Karukutty, Angamaly,  
Ernakulam, Kerala

📅 25 April 1998

## EDUCATION

### Master of Hospital Administration

KUHS

2019-2021

### BA Literature with Journalism

Calicut University

2016-2019

## EXPERTISE

NABH

Quality Fifth Edition

Statistics Collection

Checklist implementation & checking

CAPA

Auditing

Training & Coaching

## LANGUAGE

English

Malayalam

Tamil

## ABOUT ME

I am a hardworking, experienced Hospital Administrator with a proven track record of successful management and organizational skills. Possesses the ability to lead and motivate staff while ensuring the highest level of patient care and satisfaction.

## WORK EXPERIENCE

○ Dec 2022- Present  
Medicare Hospital | Kodungalloor, Thrissur  
Quality Co Ordinator

- Ensure quality of patient care and address complaints
- Oversee and coordinate hospital operations
- Maintain records and documentation
- Monitor and evaluate performance of staff
- Manage information systems, including electronic health records

○ Feb 2022 - Sept 2022  
Silverline Hospital | Kadavanthra, Ernakulam  
Operations Executive

- Manage patient billing and insurance issues

## PROJECTS

**A study on administrative department with special emphasis on level of motivation of administrative staff**

Mookkannoor, MAGJ Hospital

**A study on Medical records with special emphasis on the completeness of consent form**

Lourdes Hospital, Pachalam