



# ANNMARIYA JIJO

## MASTER OF HOSPITAL ADMINISTRATION

### OBJECTIVE

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To secure challenging and continuously seek out opportunities for learning and professional development to stay current with industry trends and best practices for make a positive impact on organization through my dedication, hard work and commitment to excellence.

### CONTACT

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📍 North Paravoor, Ernakulam

### EDUCATION

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☐ 2021 - 2023

#### MASTER OF HOSPITAL ADMINISTRATION

Little flower Institute of  
Medical science and  
Research, Angamaly

☐ 2018 - 2021

#### BA ENGLISH LITERATURE COMMUNICATION AND JOURNALISM

DePaul Institute of Science  
and technology, Angamaly

### INTERNSHIP

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☐ **Project Intern | Lisie Hospital, Ernakulam** 2023 - 45 Days

- Conducted a research to assess capacity building and managerial support on performances of the paramedical staff under the guidance of Quality Control Department.
- Targeted training programs, ongoing coaching and mentorship from managers can enhance the capacity and potential skills, knowledge of paramedic and provide support to navigate challenges and continuously improve their performance was the suggestion.

☐ **Project Intern | Lourdes Hospital, Ernakulam** 2022- 15 Days

- Conducted a study to identify how the public relation strategies make an impact in health service among their customers.
- Oversee market research to identify customer behaviour, satisfaction and competitor strategy which can make an impact in health services among their customers.

☐ **Project Intern | Don Bosco Hospital, N.Paravoor** 2021- 30 Days

- On the job training in the field of Public Relation
- Monitor and oversee the duties and responsibilities of Public relations department in hospital.

### ADDITIONAL INFORMATION

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- Throughout my post graduation program, I delved into immersive training across all departments (Quality, HR, PR, Registration, IT, OPDs, MRD, OT, Causality, ICUs, Insurance, Finance&Accounts, Laboratory etc..) of our institution's estimated hospital.
- Attended National Conference on framework for Quality Assurance & Continuous Quality improvement in Healthcare.2022
- Attended National Conference on Medication Safety 'Medsafecon 22'.
- Attended Exhibition on 'World Patient Safety Day' - KIMS Alshifa Hospital, Perinthalmanna.

## **S K I L L S**

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- Adaptive & Quick Learner
- Critical Thinking
- Effective Communication
- Management & Leadership
- Problem Solving
- Public relations
- Public speaking
- Time Work
- Time Management
- Computer Knowledge (MS Word, MS PowerPoint, MS Excel, IBM SPSS)

## **L A N G U A G E S**

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- English
- Malayalam

## **A C H I E V E M E N T S**

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- Certification of Completion of training for English Communication & Soft Skills Development programme, 2018-2019.
- Certification for the course of "Short Fiction In Indian Literature" from IIT, Madras, conducted By NPTEL Funded by (Minister of HRD, Govt. Of India)
- Certification for International Webinar on topic of "Psychological Implications & Effect During Pandemic 2020".
- Certification for the Fundraising internship at InAmigos Foundation.

## **D E C L A R A T I O N**

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I hereby declare the above given information is correct & complete to the best of my knowledge and belief .

**ANNMARIYA JIJO**