



# megha mohana p

## Hospital administration

### My Contact

✉ Sheejamegha@gmail.com

☎ 9188805766

📍 Pattikkad, Thrissur

### Technical skills

- Microsoft word
- Microsoft Excel
- Microsoft office
- Microsoft access
- Financial accounting

### Soft Skill

- Observation
- Decision making
- Communication
- Multi tasking

### personal details

LANGUAGE KNOWN

Malayalam -read, Speak,write

english- read,speak, write

Date of birth- 11/12/2002

### volunteer experience

Red cross volunteer in 2016

### About Me

Dedicated and hard working professional with advanced knowledge of functioning of hospital and other companies Who completed diploma in hospital administration. I consider myself as a responsible and hardworking person. I am looking for work experience in the reputed organisation which offers good environment

### Education

#### Diploma in hospital administration (sted council)in infratech academy

STED COUNCIL Management has been keen in equipping our nation with skilled work force that can create significant economic value. Scientific & Technical Education Development Council established in 2005 is a Top Level National Autonomous Certification franchise brand for I.T, HRD, Technical, Skill Advancement Literacy Programmes.

#### Diploma in administrative office computerized under kerala rutronic at infratech academy

Rutronic Eduskillling offers an array of the best Software Courses in Kerala (IT Kerala Project) that are government approved and eligible for PSC placements. They provide various software development and training courses across the state that equip students to meet the industry trend.

### Academic qualifications

2020-2023 B.com banking and insurance  
Under Calicut University  
st Thomas college Thrissur

### major workshop attended

- 1) What homeopathy offers to young hospital administrator  
By Dr fathimath shahana
- 2) Training and practical demonstration on fundamentals of fire and safety  
by mr prajesh pk and mr navaneethakannan
- 3) Basic life support by Dr. Mithun rosh  
ARMO, M O I/C palliative care unit, assistant surgeon

### Major topic leaned

- Departments in hospital
- insurance
- medical equipments
- medical gases
- Hospital administration
- human resources
- NABH
- Marketing