

# SNEKHA JOSPHIN A

Healthcare Administrator

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## SUMMARY

A Motivated and accomplished Hospital Administration graduate with a strong background in healthcare management principles and practices. Leveraging specialised knowledge from rigorous coursework and hands-on experience in hospital settings.

## EDUCATION

PROGRAMME	INSTITUTE	YEAR	PERCENTAGE
M.Sc in Hospital Administration	PSG College of Arts and Science, Coimbatore	2024	79
B.Sc in Food Service Management and Dietetics	Avinashilingam Institute of Home Science and Higher Education for Women, Coimbatore	2022	79
XII - HSC	Stella Maris Matriculation Higher Secondary School, Udumalpet	2019	68
X - SSLC	Stella Maris Matriculation Higher Secondary School, Udumalpet	2017	90

## INTERNSHIP

ROLE	INSTITUTE	PERIOD
Clinical Dietitian	Fernandez Hospital, Hyderabad (Virtual)	45 Days

## TRAINING

As a part of M.Sc Hospital Administration programme, I have been posted in the following hospital departments and gained experience for two years

- Operations
- Human Resources Management
- Quality Control
- Marketing and Health Tourism
- Hospital Information system
- Insurance
- Front office
- Registration and Billing
- Engineering and Maintenance
- Biomedical engineering
- Medical Record
- Central Sterile Supply
- IPD & OPD Management
- OT & Critical Care Management
- Central Stores
- Safety and Security Management

## VALUE ADDED CLASSES

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- Business Intelligence and Analytics
- Financial Management
- Health Insurance and Financial Counselling
- Psychological Guidance and Counselling
- NGO Management
- Herbal Home Remedies

## PROJECT

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As a part of postgraduate degree curriculum, completed Capstone Project Titled “**Human-Technology Integration in Healthcare: Exploring its Benefits and Challenges to Employees**” (08/2023 - 03/2024)

## SKILLS

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### Interpersonal Skills :

- Communication
- Conflict Resolution
- Critical Thinking
- Empathy
- Analytical Skills
- Team Work
- Networking
- Collaboration
- Patient Care
- Management

### Technological Skills :

- Microsoft Office,
- Canva
- Hospital Information System
- Wordpress

## LANGUAGE

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- Tamil
- English