

JYOTHI SADASHIVA POOJARY

MHA GRADUATE

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SUMMARY:

Dedicated healthcare professional with a strong background in Hospital Administration, seeking to leverage problem-solving skills, leadership experience, and a passion for enhancing patient care to streamline processes and foster compassionate communication in a dynamic healthcare environment.

EDUCATION:

Master's in Hospital Administration

AJ Institute of Hospital Management | 2022 – 2024

Bachelor's in Hospital Administration

AJ Institute of Hospital Management | 2018 – 2021

WORK EXPERIENCE

Patient Coordinator – Radiology Department

AJ Hospital and Research Centre | March 2022 – November 2022

- Managed billing, documentation, and report dispatch processes.
- Provided patient support to ensure smooth department operations.

Operations Posting – Quality Department

AJ Hospital and Research Centre | January 2022 – June 2022

- Assisted in quality audits and implementation of healthcare standards.
- Supported continuous quality improvement initiatives within the hospital.

Internship posting– Hospital Administrator and IT Department

AJ Hospital and Research Centre | August 2022 – November 2022

- Gained exposure to hospital administration processes and IT system management.
 - Collaborated on projects to enhance hospital operations and patient care.
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SKILLS

Soft Skills: Leadership, Team Management, Communication, Decision-Making, Organizational Skills

Technical Skills: MS Office Suite (Word, Excel, PowerPoint), Data Analysis

PROJECTS:

- Analysis of Operating Theatre Scheduling and Patient Transfer Delays: An Observational Study.
- A study on knowledge and attitude among healthcare workers concerning incident reporting.
- Conducted an audit on OT cancellation.
- Evaluation of diet department using balanced scorecard method in tertiary care.

- A comparative study on cost analysis and equipment utilization in the oncology department with cost-cutting recommendations.
 - A Study on Evaluating the Dispensation of Discharge Medication in the IP Pharmacy and Patient Acceptance of Substitutes
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ACHIEVEMENTS & AWARDS

- Attended Certificate of program for Quality and Accreditation (CPQA) by CAHO (Consortium of accredited healthcare organizations) – NABH 5th Edition
 - Certificate of participation in the National Conference CAHO SAKCON 2023 on “Operational Excellence in Healthcare” held on 15 & 16 September 2023 at NIMHANS convention centre, Bengaluru.
 - Attended the national-level conference ‘HALO’ organized by AJ Institute of Hospital Management.
 - Secured 1st Prize for the Research presentation at STUDENT ANNUAL KNOWLEDGE SHARING CONFERENCE - 3rd Edition, CAHOSAKCON-2024 in association with QIMPRO Foundations, Mumbai.
 - Awarded as a ‘Junior Qualitist’ for being part of the project team that demonstrated exceptional problem solving skills in identifying and solving a chronic problem at the Institution for QualTech prize 2024, Mumbai
 - Awarded for Securing 1st Prize in the Poster Competition at CAHO SACKON 2024 on study topic Analysis of Operating Theatre Scheduling and Patient Transfer Delays: An Observational Study
 - Certificate for Problem Solving Pro Digital Course completed for QualTech Prize Education 2024
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LEADERSHIP EXPERIENCE

Volunteer Coordinator, Community Health Outreach Program

AJ Institute of Hospital Management

Secretary, Student Council

AJ Institute of Hospital Management

LANGUAGES

- English
 - Kannada
 - Tulu
 - Hindi
 - Malayalam
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HOBBIES

Pencil sketch, reading books, canvas designing, Video editing.
