

ABDUL RAZIM

Master in Hospital
Administration

CONTACT

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SKILLS

- Interpersonal Skills
- Quick Learner & Adaptable
- Documentation & Reporting
- Effective Communication Skills
- Organizing Capability
- Good Supervisory Power
- Ability to work on own initiative
- Customer Oriented
- Strong Secretarial, admin & computer skills

CAREER OBJECTIVE

Having completed a postgraduate program in master's hospital administration (MHA) at the Rajiv Gandhi University of Health Science (RGUHS) in Bangalore, India's A.J. Institute of Hospital Management (AJIHM) in Mangalore I've promised to give it my all and demonstrate my excellence, and I would like to work for a company where I can use my knowledge, abilities, and skills to accomplish tasks in an amazing way and meet the institution's goals.

ACADEMIC PROFILE

Masters in Hospital Administration 2022-2024

A.J Institutes Of Hospital Management (Affiliated By Rajiv Gandhi University Of Health Science Bangalore) (2022-2024) Pursuing

Bachelors In Hospital Administrations 2018-2021

A.J Institutes Of Hospital Management (Affiliated By Rajiv Gandhi University Of Health Science Bangalore)

PRE UNIVERSITY COLLEGE 2018

St Aloysius PU college Mangalore

SSLC 2016

Noorul Huda English Medium Higher Primary High School

INTERNSHIP

Intern in Quality Department at A.J Institutes of Hospital Management, Mangalore, Karnataka

16/08/2024 – Pursuing

Assisted in performing regular audits to assess compliance with healthcare standards and identify areas for improvement in patient care and safety protocols. Collaborated in gathering and analysing quality-related data to track key performance indicators (KPIs), supporting initiatives for continuous quality improvement within the department.

- Worked under Hospital Administrator for 6 months during Operations Period. By Enhancing operational efficiency, analyzing patient flow, resource allocation, and departmental processes, contributing to smoother transitions and reduced wait times. Supported quality improvement initiatives by assisting in the collection and analysis of patient feedback (PREMs) and ensuring compliance with healthcare standards and accreditation requirements.

LANGUAGES

- English
- Kannada
- Hindi
- Tulu

AUDIT TOPICS

- Audit on online and real-time OT scheduling.
- A study on the turnaround time of housekeeping and maintenance after patient discharge and its impact on the admission process.
- Assessing Electrical Safety in Hospital Environments: A Study Based on the National Federation of Engineers Guidelines.
- As Study on ICU bed utilization to optimize its potential use in a Tertiary care hospital.
- Audit on marking and billing of Endoscopy resuse items after every use.
- Evaluation of Adherence to Mandatory Site Marking Procedures for Surgical Patients.

ACHIEVEMENT AND AWARDS

- Certificate of program for Quality and Accreditation (CPQA) by CAHO (Consortium of accredited healthcare organizations) held on 5th to 7th February, 2024 at A. J. Institute of Hospital Management, Mangalore, Karnataka
- 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
- Certificate for Problem Solving Pro Digital Course completed for QualTech Prize Education 2024
- Certificate for Junior Qualitist from QIMPRO Foundation.
- Compared & Member Of Halo 2019 National Level Conference Organized In A.J Hospital & Research Centre Mangalore, Karnataka