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## OBJECTIVE

Being Post graduate in Masters in hospital administration (MHA) from A.J Institute of Hospital Management (AJIHM) Mangalore, under Rajiv Gandhi University of Health Science (RGUHS) Bangalore, India I would like to work in an organization where I would get a chance to use my knowledge, skills and capabilities to do things in an outstanding manner and to achieve objectives of the institution, i hereby promise to give my best and to prove my excellence.

## EXPERIENCE

February 2022 - January

2023

### Scarlet Wireless Pvt. Ltd.

#### Technical Recruiter

- Interview US candidates to US clients for US based staffing company
- End to end recruitment as well
- Responsible for handling the recruiting process
- Sourcing candidates by cold calling and turning into potential call on interest and do preliminary screening to match the requirement and follow up with the candidates
- Hiring for IT, Non-IT, Healthcare, Manufacturing, Aerospace, Engineering Including Clients such as CVS Health, Aetna, PIH health, Conduent, John Deere, PolyOne, Raytheon
- Handled multiple job requisition simultaneously while meeting hiring goals

### AJ Institute of Hospital Management

#### Internship

Aug 2024 - Oct 2024

#### Intern under Hospital Administrator (HA)

- During my internship in the Hospital Administration department, I helped improve departmental communication, optimize patient flow, and streamline operational procedures while participating in data analysis for performance indicators.
- I also planned staff schedules, conducted audits, and examined departmental workflow to maximize patient care quality and hospital efficiency.

## EDUCATION

2022-2024

### AJ Institute of Hospital Management (Affiliated to RGUHS)

Masters in Hospital Administration

2018-2021

## **AJ Institute of Hospital Management** (Affiliated to RGUHS)

Bachelors in Hospital Administrations

2018

**Vivekananda College, Pre- University College, Puttur**

2016

**Sudana Residential School - SSLC**

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### **SKILLS**

- Language Proficiency: English, Kannada & Hindi, Tulu Interpersonal
- Quick Learner & Adaptable
- Documentation & Reporting
- Effective Communication Skills
- Organizing Capability
- Good Supervisory Power
- Ability to work on own initiative Customer Oriented

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### **PROJECTS**

-A study on efficacy of risk evaluation on Branden's scale of Bedsore to improve Quality -care. - Audit on timely consumption of Ryle's Tube Feed (RT, Nasogastric feed).

**-QIMPRO Foundation Project:**

- An audit in appointment scheduling across various departments for services, focusing on improvements in patient education through technology.
- A study on Assessing the Functional Capabilities of the Diet Department in a Tertiary Care Hospital Using the Balanced Scorecard Method

-A Study on Evaluating the Dispensation of Discharge Medication in the IP Pharmacy and Patient Acceptance of Substitutes.

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### **ACHIEVEMENTS & AWARDS**

Secured 1st Prize for the Research presentation at STUDENT ANNUAL KNOWLEDGESHARING CONFERENCE - 3rd Edition, CAHOSAKCON-2024 in association with QIMPRO Foundations, Mumbai.

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

Awarded as a 'Junior Qualities' 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

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

"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

Compared & Member of Halo 2019 National Level Conference Organized In A.J Hospital & Research Centre Mangalore, Karnataka

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### **DECLARATION**

I verify that the information contained within this Curriculum Vitae is true and correct