**RESUME**

**Blessy**

**Abu Dhabi,UAE**

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**CAREER OBJECTIVE**

#### Seeking a challenging position in an organization of repute to employ my skills and expertise, for achieving organization’s objectives and quality service delivery.

**PROFESSIONAL STRENGTHS**

#### Ability to perform tasks as per policies and procedures of the organization

#### Familiar with medical terminology and clinical procedures

#### Possess excellent oral and written communication skills

#### Familiar with operating systems like Microsoft Word, Excel, PowerPoint, Visio, and the Internet

#### Possess good management and supervisory skills

#### Familiar with statistical analysis and quality control

**PROFESSIONAL EXPERIENCE**

#### Organization: **Max Super Speciality Hospital, Saket, New Delhi, India**

#### Duration: 25th Feb’16 to 2nd Sept ’16

#### Designation:***Transplant Coordinator***

#### Responsibilities:

#### Assigned the task of coordinating, supervising and managing daily activities of the transplant department

#### Responsible for preparing manual documents for the transplant and its associated departments

#### Liaise with senior staff of the hospital for handling daily administrative tasks

#### Responsible for handling and resolving issues within the department

#### Handled the responsibilities of negotiating with medical and non-medical staffs

#### Maintained monthly and yearly data with the government transplant networking system

Organization: **Indraprastha Apollo Hospital, Sarita Vihar, New Delhi, India**

#### Duration: 12th Feb’15 to 20th Feb ’16

#### Designation: ***Transplant Coordinator***

#### Responsibilities:

#### Responsible for assessing the requirement of the transplant department

#### Handled the task of coordinating in-house transplant services and counsel recipient and donor to alleviate anxieties and assist them throughout the procedure

#### Ensured that the administrative staff perform services in accordance with the rules and regulations of THOA Act

#### Responsible for conducting inspections and internal JCI audits

#### Reviewed, update and modified procedures on regular basis as per requirement of the organization

#### Maintained monthly and yearly statistical data with the NOTTO network system

Organization: **SafeMedTrip, Nehru Place, New Delhi, India**

#### Duration: 3rdOct’14 to 10th Feb ’15

#### Designation: ***Senior Executive, International Patient Services***

#### Responsibilities:

* Provided assistance to International Patients who seek medical treatment in India.
* Acknowledged medical queries from overseas patients who wish to come to India for treatment.
* Dealt with overseas insurance and medical service providers as well as individual.
* Diligent and persistent follow ups, preparation of treatment cost estimates.
* Provided online assistance for applying Medical Visa, Plan Travel, Schedule Medical Appointments, Arrange Airport pick up, Monitor Treatment during stay at Hospital in India

Organization: **PushpawatiSinghania Research Institute, Sheik Sarai, New Delhi, India**

#### Duration: 11th Aug’11 to 31st Aug ’12

#### Designation: ***Staff Nurse, Medical-Surgical Department***

#### Responsibilities:

* Provided caring, safe and quality conscience medical services to the patients
* Determine the quality control standards and assurance procedures
* Evaluate the effectiveness of the quality control applied
* Ensured patients are provided with good quality and nutritious food
* Support the administration by coordination function
* Oversee the stock and consumption of drugs, vaccinations and equipment’s

#### Keep accurate and complete medical record of patients in prescribed format

**SUMMER INTERNSHIP PROGRAM**

#### Organization Name: **Indraprastha Apollo Hospital, Sarita Vihar, New Delhi, India**

#### Department: ***Quality***

#### Duration: 4th June’13 to 19th July’13

#### Project Title: To reduce linen loss in the hospital using DMAIC Approach

#### Objective: To evaluate the laundry/linen distribution operations and identify opportunities to reduce the amount of linen loss and to assess whether the percent of linen lost is accurately assessed by the linen service.

**EDUCATIONAL SUMMARY**

* **Master’s in Business Administration (MBA) in Hospital and Healthcare Management from Lovely Professional University in 2014**
* BSc (H) Nursing from L.H.M.C, Delhi University in 2011

**CERTIFICATIONS**

* **Transplant Coordinators’ Training Programme** conducted by Mohan Foundation and Fortis Organ Retrieval & Transplant (FORT) in 2015
* **“Six Sigma Green Belt”** from International Quality Consulting Group in 2014

**PROJECTS UNDERTAKEN**

Organization Name: Primary Health Centres (Najafgarh) and NDMC Area(Connaught Place)

Project Title:Comparative study on awareness of women's knowledge regarding the risk factors, screening practices and prevention of cervical cancer in rural and urban community settings in Delhi.

Objective: The study was undertaken to correlate the knowledge of cervical cancer in a community as it is one of the foremost and leading cause of mortality among women’s in developing countries.

Organization Name : Lady Hardinge Medical College(New Delhi)

Project Title : To measure the preparedness of the hospital to handle mass casualty

Objective: To assess the knowledge, attitudes and practices of healthcare workers with regard to emergency and disaster preparedness

**PERSONAL DETAILS**

Date of Birth : 18th May 1989

Marital Status : Married

Linguistic Ability : English (Proficient), Hindi and Malayalam

**PASSPORT DETAILS**

Date of Issue : 28.11.2013

Date of Expiry : 27.11.2023

Place of Issue : Delhi

Type of Visa : Residence Visa (Dependent Visa)

**REFERENCES**

References shall be provided on request.

**DECLARATION**

I hereby declare that the above-mentioned information is correct and true to the best of my knowledge.