LIJO .P. JOSEPH

Puthanpurackal house

Manjapra P.O, Angamaly, Ernakulam ,Kerala, India, 683581

Ph. +919633347143, +914846413273

[*lijopjoseph31@gmail.com*](mailto:lijopjoseph31@gmail.com)

* Goal- Driven, compassionate and accountable professional with more than 5 years of related, hands-on experience in fast- paced hospital settings.
* Adaptable administrator accustomed to the integration of new healthcare delivery systems, restructuring of work, and an increasingly complex regulatory environment.
* Proven record track of successfully managing personnel, finance, facility operations, and admissions
* Ability to use strong communication, organizational and problem solving skills and liaise with various departments, institutions and the Professional Qualifications

***Areas of Expertise:***

* Decision Making & Problem Solving
* Team co-ordination & leadership
* Interpersonal relations
* Staff Selection, Training & Evaluations
* Financial & accounting

***Professional Qualifications***

**Masters in Hospital Administration (MHA) 2007 - 59%**

Rajiv Gandhi University of Health science, Bangalore, India

**Bachelor of Commerce (B.com) 2005- 53%**

Mahatma Gandhi University, Kottayam, India

***Professional Experiences***

**Mary Queens Hospital, Cochin**

03rd July 2010 till date

**Hospital Administrator**

* Responsible for facilitating, directing, and coordinating operational activities and programs relative to the daily  hospital operations
* Handles all nursing, in-patient pharmacy and other designated patient care services of the hospital
* Implements short and long-term programs for growth and development of the hospital
* Acts as a liaison among the governing boards, department heads and medical staff
* Recruits and hires employees
* Attends  numerous health planning councils and organize special fund-raising events
* Performs tasks of conducting and  coordinating employee evaluations

**Vasan Eye care Hospital**

2nd Nov 2009 to 2nd July 2010

**Operation Executive**

* Responsible for coordinating day-to-day utilization of human and material resources to achieve the goals, objectives and standards of health care
* Resolve patient care issues, problems and concerns
* Ensure that patient care requirements are met with appropriate competence and delivery
* Monitor and analyze the results of quality measurements and recommended solutions to improve patient care
* Collaborate with Operation Manager to provide inputs into resource management plans and managed within established guidelines
* Participate in the implementation and formulation of interdisciplinary unit and divisional activities

**Vimala Hospital, Kanjoor, India**

01st Dec 2007 to 31st Oct 2009  
**Asst.Administrator**

* Develops hospital policies, guiding public relations efforts as well as evaluating employees
* Performs tasks of hiring doctors and medical staff as well as plans and enforce educating new staffs.
* Ensures that the hospital operate efficiently and provides adequate medical care to patients
* Responsible for developing and expanding programs and services for preventive medicine and scientific research
* Performs tasks of creating and maintaining  policies of the hospital
* Handles responsibilities of developing procedures for medical treatments, patient service, quality assurance, and public relations activities
* Responsible for planning, organizing, directing, controlling and coordinating medical and health services

***Personal Profile***

Age & Date of Birth – **31, 20th May 1982**

Sex – **Male**

Marital Status- **Married**

Nationality- **Indian**

Passport No: **G9124043**

Issued at – **Cochin**

Issued on - **26/06/2008**

Expired on -**25/06/2018**

***Training***

* Bhagwan Mahaveer Jain Hospital, 250 bedded super speciality hospital, at Bangalore
* K.G Hospital, 250-bedded speciality hospital, at Angamaly, Kerala. India
* Columbia Asia Hospital, (NABH Accreditation Process) 96 bedded hospital, at Hebbal, Bangalore. India
* A study on C.S.S.D with special reference to the utilisation of its facilities in a selected hospital, Bangalore as a partial fulfilment of the course.

***Conferences***

* International Healthcare Leadership Summit and Conference. “The Role of not for Profit Organisation in the Development of Healthcare”, at The Madras Medical Mission Hospital, Chennai.
* ‘Innovation’ a healthcare leadership conference at NIMHANS Conventional Centre Bangalore.
* ICHA conference at NIMHANS Conventional Centre**.**