

RHEMA PHILIP

CONTACT



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SAKET, DELHI

EDUCATION

MASTERS IN
HOSPITAL ADMINISTRATION FROM
AMITY UNIVERSITY, NOIDA
(2017-2019)

CERTIFIED IN
QUALITY MANAGEMENT
SYSTEM AFFILIATED BY BSI.

GRADUATED IN BSc(HONS.)
NURSING FROM
HOLY FAMILY COLLEGE
OF NURSING,
DELHI UNIVERSITY.
(2013-17)

HIGH SCHOOL FROM
AMBIENCE PUBLIC SCHOOL
NEW DELHI
(2011-13)

OBJECTIVE

I AM AN INDIVIDUAL SEEKING JOB IN A HOSPITAL TO ACHIEVE A HIGH LEVEL KNOWLEDGE OF HOSPITAL ADMINISTRATION IN YOUR PROGRESSIVE WORK ENVIRONMENT THAT PERMITS ME TO DEVELOP MY EXPERIENCE IN ADMINISTRATION. A JOB WHERE MY KNOWLEDGE, PRACTICE AND SKILLS WILL HAVE VALUABLE APPLICATION IN ADMINISTRATIVE PROCEDURES OF HOSPITAL.

EXPERIENCE

- ONE YEAR EXPERIENCE AS A SURGICAL NURSE IN TIRUPATI STONE CENTRE [UROLOGY AND LAPAROSCOPY HOSPITAL], KRISHNA NAGAR
- SIX MONTHS AS A PATIENT EXPERIENCE OFFICER IN FORTIS HOSPITAL, VASANT KUNJ
- INTERNSHIP IN FORTIS ESCORTS HEART INSTITUTE, OKHLA FOR 5 WEEKS IN PATIENT EXPERIENCE DEPARTMENT. DID A PROJECT STUDY ON PATIENT SATISFACTION LEVEL IN IN-PATIENT DEPARTMENT OF THE HOSPITAL.
- INTERNSHIP IN FORTIS HOSPITAL, VASANT KUNJ FOR 2 MONTHS IN PATIENT WELFARE DEPARTMENT.
- CASE STUDY AT HOLY FAMILY HOSPITAL FOR 6 WEEKS (JAN-MARCH 2018)
- INTERNSHIP IN HOLY FAMILY HOSPITAL FOR 1 YEAR DURING MY STUDY COURSE.

SKILLS

- CUSTOMER ORIENTED
- MANAGEMENT SKILLS
- CRITICAL THINKING
- QUICK LEARNER
- STRONG COMMUNICATION AND INTERPERSONAL SKILLS.
- EXPERIENCED IN MS OFFICE, EXCEL, POWERPOINT OPERATIONS
- ABLE TO MAINTAIN GOOD RELATIONS AND COMMUNICATION WITH PATIENTS.