



BIJI JALEEL

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Uthradam (H), ITI Road, Attingal,

Thiruvananthapuram Dist - 695101



Dedicated MBA graduate in Hospital Administration seeking a challenging role to apply strategic management and healthcare expertise, aiming to contribute to the efficient operations and growth of a healthcare institution. Eager to leverage academic knowledge, leadership skills, and a passion for healthcare administration to make a positive impact on patient care and organizational success.

PERSONAL DETAILS

Date of Birth : 21st Feb 1976

Gender : Female

Marital status : Married

Nationality : Indian

PASSPORT DETAILS

Passport No. : U9484029

Date of Issue : 10/02/2021

Date of Expiry : 09/02/2031

Place of Issue : Cochin

VISA DETAILS

Visa Type : Visit Visa

Visa status : Active

SKILLS

Tally

Microsoft Office

Problem Solving

Adaptability

Team Management

Leadership

Good communication

LANGUAGES KNOWN

English

Malayalam

Hindi

Arabic

EXPERIENCE

2017 - Present

Public Relation Officer

High range Hospital, Kanjirappally

- Establish and maintain relationships with healthcare journalists and media outlets, facilitating positive coverage and disseminating relevant health-related information.
- Develop patient-centric communication strategies, ensuring clear and empathetic messaging for patients and their families regarding hospital services, programs, and initiatives.
- Plan and execute healthcare events, such as health fairs, seminars, and awareness campaigns, to promote the hospital's services and engage with the community.
- Manage the hospital's social media presence, ensuring accurate and timely information sharing, and addressing patient inquiries and concerns.
- Collect and showcase patient testimonials and success stories to build trust and confidence in the hospital's healthcare services.
- Work closely with various hospital departments, including marketing, medical affairs, and administration, to ensure cohesive communication strategies align with organizational goals.

2003 - 2008

Supervisor

Gulf Oman Clinic, Qarat, Muscat

- Oversee daily clinic operations
- Implement quality assurance measures.
- Manage patient scheduling, appointments, and inquiries, ensuring efficient and effective communication.
- Conduct training sessions for staff.
- Collaborate with healthcare professionals and external partners to improve overall patient experience.

QUALIFICATION

2019 – 2022	Master of Business Administration in Hospital Administration ICFAI University, Tripura Distance Education
2018 – 2019	Diploma in Montessori Teacher Training Sri Venkateswara Montessori Teachers Training School, Chennai
2013 (1 month)	Inter University Centre for Disability Studies Mahatma Gandhi University, Kottayam
1997 – 2000	Bachelor of Science in Geology Kerala University, Trivandrum Sree Narayana College, Chempazhanthu, Thiruvananthapuram
1997 – 2000	Pre Degree Kerala University, Trivandrum Sree Narayana College, Varkala, Thiruvananthapuram
1997 – 2000	Secondary Kerala Board of Public Examination Sree Vidyadhiraja Vidhya Peedam, Thiruvananthapuram

CERTIFICATES

2013 (1 Month)	Certificate in Inter University Centre for Disability Studies Mahatma Gandhi University, Kottayam
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DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

BIJI JALEEL