**RESUME**

**MEHARVAN KAUR**



C-1/208 Janak Puri

New Delhi -110058,

India

Contact no. – 09811162182

22, Female, Indian

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***Objective***

To obtain a position that provides a valuable position in life skills, organizational skills, and provides familiarity for social development. To be associated with an organization that provides me an opportunity to intensify my skills and to be a part of a team that consistently operates towards excellence.

***Description***

I have done my graduation in B.Sc. Home Science specializing in Food and Nutrition. I am a hard worker as well as a smart worker. I am very passionate about my work. Whatever I takes up, I try to complete it on time and with full dedication.

***Educational Qualification:***

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| --- | --- | --- |
| Degree | UNIVERSITY/INSTITUTION | YEAR OF PASSING  |
| MBA Healthcare | Chitkara University , Punjab | 2017 |
| B.Sc. Home Science | University of Delhi | 2015 |
| 10+2 | C.B.S.E. | 2012 |
| 10 | C.B.S.E. | 2010 |

***Skills***

Software: MS Word, MS Excel, MS PowerPoint, SPSS

Linguistic: English, Hindi and Punjabi

Soft skills

Event Organizational skills

***Conferences Attended***

* International Conference on Health Technology Assessment in PGIMER Chandigarh
* Attended on economic evidence for policy and clinical decision making symposium –PGIMER-USAID-PHFI.
* Public Health Symposium on Universal Health Coverage in PGIMER Chandigarh

# *Additional Trainings & Courses*

* NABH training program by NABH team for 3 days
* Attended 2 day workshop on “Hospital management with focus on Operation Theatre management” by Dr. Andreas Fieher from Germany.
* Workshop on open clinica software Delhi by ICRI
* Global Business Week by prof. Ralf Barkemeyer (France)
* Attended two day workshop on SPSS software
* BLS Training at Fortis, Mohali by Dr. Arun and Dr. Namrita

***Areas of Interest***

* Quality management
* Hospital Operations
* Business Technology Analyst
* HMIS
* Product manager
* Hospital Operation Theatre Administration
* Patient welfare

***Projects Undertaken***

* Market survey conducted on the “Big Bazaar”, “Cafe Coffee Day”, “Micromax”, “Amul products” and interpreting that under Marketing module
* Research study done on “Employee satisfaction”
* Hand Hygiene compliance rate in hospital as per WHO checklist
* To study the structure, process and outcome of Central Sterile Supply Department in a Hospital
* Implementation and introducing “Hand over among nurses” as per NABH in hospital

***Work Experience and Achievements***

* Internship in Ft. Lft. Rajan Dhall Fortis Hospital, VasantKunj, New Delhi
* Organized a workshop on “Patient Safety” by ICHA
* Organized World Heart Day in North Country Mall, Mohali
* Written one article in book “You Can Also Lead” published by Chitkara University

***Job Responsibilities***

* Helped in implementation of NABH 4th edition
* Carry out various audits and there analysis, in the hospital as per NABH
	+ Hand hygiene
	+ Quality indicators
	+ Prevention of death within 48 hrs
	+ Consent audit
	+ Hand over among nurses
	+ Patient identification
	+ Monitoring of dialysis events
	+ Medical records
	+ Surgical Safety checklist
* Implementation of Hand over among nurses

***Curricular Activities***

* Participated in skit in turning point workshop at Chitkara University
* Organized World Heart Day in North India Mall, Mohali
* Participated in ‘Each One Teach One’ programme in Institute of Home Economics, University of Delhi
* Organized a “Patient safety” workshop with ICHA at Chitkara University

***Personal Details***

Father’s Name: Mr. Madhu Sudan singh

Mother’s name: Mrs. Ravinder Kaur

Date of birth: 14th july,1994

Language known: English, Hindi, Punjabi

Address: C-1/208, Second Floor, Janak Puri, New Delhi-110058

Marital status: Unmarried