



JEEVITHA.B

MANAGER ON DUTY

Dedicated and efficient healthcare professional with hands-on experience managing operations in Emergency, Trauma Care, OT and ICU units. Skilled in staff coordination, patient flow management, and quick decision-making under pressure. Committed to maintaining quality standards, safety protocols, and timely patient care delivery.

WORK EXPERIENCE

- CHETTINAD SUPER SPECIALITY HOSPITAL** PRESENT
EMERGENCY AND TRAUMA CARE FROM JUN 2025
 - Managed emergency and trauma operations, coordinating multidisciplinary teams to ensure timely patient care.
 - Oversaw trauma code activation, patient flow, and resource availability during critical situations.
 - Ensured compliance with emergency SOPs, MLC documentation, and patient safety standards.
 - Acted as the primary administrative lead during emergencies, supporting clinical teams and resolving operational issues.
- INTENSIVE CARE UNIT AND OPERATION THEATRE**
 - Coordinated end-to-end ICU and Operation Theatre (OT) activities, ensuring smooth daily functioning.
 - Monitored patient safety, infection control, and sterile protocols in ICU and OT areas.
 - Supported staff coordination and workflow management among doctors, nurses, and technicians.
 - Assisted in documentation, checklists, and compliance monitoring as per NABH standards.
- Q-WAY CONSULTANCY** FEB -MARCH 25
NABH ACCREDITATION
 - Completed a one-month internship at Q Way with hands-on experience in the NABH accreditation process. Actively involved in quality documentation, departmental checklists, internal audits, and compliance monitoring as per NABH standards. Gained practical exposure by working across multiple healthcare institutions, including Dr. Balaji Diabetic Hospital, Gayathri Hospital, and Geri Care Hospital, supporting quality improvement initiatives, patient safety protocols, and accreditation readiness activities.
- SRI RAMACHANDRA MEDICAL CENTRE AND HOSPITAL** MARCH AND NOV 24
HANDS ON POSTING
 - Gained practical experience across all aspects of various hospital departments, including both clinical and non-clinical settings.
 - Observed daily operations across diverse departments, building a comprehensive understanding of hospital administration and patient care services.
- L&T KANCHIPURAM** AUGUST-SEPTEMBER2025
OPERATIONS
 - Completed a one-month internship at L&T - Kanchipuram (Rubber Processing Machine Division), gaining hands-on exposure to operations management. Acquired practical experience in basic finance functions, cost awareness, and operational budgeting, and developed an understanding of import and export procedures, documentation, and supply chain coordination related to industrial machinery.

CONTACT

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EDUCATION

2017-2023

DR.M.G.R. TAMIL NADU UNIVERSITY

• B.OPTOM
PERCENTAGE:85%

2023-2025

SRI RAMACHANDRA UNIVERSITY

- MBA Hospital and Health System Management
- CGPA: 9

SKILLS

SOFT SKILLS

- Teamwork
- Leadership
- Effective Communication
- Critical Thinking
- Adaptability
- Problem solving
- People handling

HARD SKILLS

- Microsoft (excel,power point,word)
- Tableu
- Canva

LANGUAGES

- English
- Tamil

● **VASAN EYE CARE**

JULY 22 TO AUG 23

OPTOMETRIST

- Completed a one-year internship, gaining hands-on experience in clinical eye care services.
- Actively participated in numerous community eye camps, assisting in patient screenings and outreach efforts.

● **RAJHAN OPTICALS**

APRIL 23 TO APRIL 25

OPTOMETRIST (PART TIME)

- Completed a one-year internship, gaining hands-on experience in clinical eye care services.

● **MULTICOREWARE**

APRIL 22 TO MAY 22

DATA ANNOTATOR (PART TIME)

- Worked as an Annotator for one month, contributing to eye-related annotation tasks and also supporting, guiding, and adhering to annotation guidelines. Played a key role in maintaining data quality and consistency across ophthalmic annotation activities.

SPECIALIZATION

MBA with a specialisation in Finance, with strong academic grounding in financial management, budgeting, cost analysis, investment analysis, and financial decision-making. Developed the ability to analyze financial statements, support strategic planning, and apply financial principles to operational and organizational contexts.

ENTREPRENEURSHIP

Earned the Wadhwani Entrepreneurship Certificate by completing a brand-building project. Developed and executed the project Career Craft, focused on guiding school students in career selection through practical exposure, mentorship, and real-world knowledge. Gained hands-on experience in entrepreneurship, branding strategy, market understanding, and project execution.

ACHIEVEMENTS

NPTEL course in "Enhancing Soft skills"-secured 72%

FINANCE HEAD: Acted as Financial Head for Ethoz, a departmental college event attended by 1,500+ participants, overseeing budgeting, expense control, and financial planning, and ensuring efficient utilisation of funds for successful event execution.

PROJECTS

- "Diurnal variation in accommodation and vergence parameters"
- "A Study on Operational Practices at L&T RPM, Kanchipuram"
- "Impact of NABH Accreditation on job satisfaction and turnover propensity among entry level NABH accredited Hospital"