

MEENAKSHI A

HOSPITAL ADMINISTRATION GRADUATE

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CAREER OBJECTIVE

Motivated M.Sc. Hospital Administration graduate seeking practical exposure in hospital operations, healthcare management, and administrative processes. Aspiring to contribute to quality healthcare delivery through efficient HR coordination, patient-centered administration, and continuous learning.

EDUCATIONAL QUALIFICATION

M.Sc. Hospital Administration <i>PSG College of Arts & Science in collaboration with PSG Hospitals, Coimbatore.</i> Percentage: 83.8% Hybrid program — 2 days college, 3 days clinical rotations at PSG Hospitals per week.	2024 – 2026
B.Sc. Nutrition, Food Service Management & Dietetics <i>Ethiraj College for Women, Chennai.</i> Percentage: 77.87%	2021 – 2024
12th Grade <i>PND Adarsh Vidyalaya Girls Matric Higher Secondary School.</i> Percentage: 88%	2021
10th Grade <i>PND Adarsh Vidyalaya Girls Matric Higher Secondary School.</i> Percentage: 85.8%	2019

INTERNSHIP EXPERIENCE

Dietetics Intern <i>St. Isabel's Hospital, Mylapore</i> <ul style="list-style-type: none">Diagnosed, managed, assessed, and counselled patients with therapeutic dietary conditions.	June 2023 (15 Days)
Operation Management Intern <i>Aavin Dairy, Ambattur</i> <ul style="list-style-type: none">Observed technical milk processing workflows and quality control operations.	June 2024 (15 Days)
HR Intern <i>New Life Med Hospital, Chennai</i> <ul style="list-style-type: none">Managed staff scheduling and payroll, maintained medical records, coordinated patient care and health operations.	June 2025 (10 Days)

CERTIFICATIONS

- Competency in Psychology** – MyCaptain & NSRCEL (April 2022)
- Food Safety System** – ITCFSAN, FSSAI (March 2024)
- Cybersecurity in Healthcare** – Coursera (December 2024)

AREA OF INTEREST

- Human Resource Management
- Quality Management
- Hospital Operations & Administration
- Patient Coordination

SKILLS

- Team Work
- Leadership
- Adaptability

ADDITIONAL INFORMATION

- Languages:** English, Tamil