

From,

Ms.Drisya. K. S  
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To,

The HR Manager

Respected Sir/ Madam,

Most respectfully with humble submission I would like to apply for your prestigious institution. I hope that you will consider my application and give me an opportunity to render best of my capacity to serve your institution.

I am Confident that my skill could make great contributions to your organization. I assure you that, I will deliver my maximum effort and plays a vital role in development of the organization taking it to its greater heights.

I hereby enclose my bio-data for your kind perusal.

Thanking you in anticipation of a favorable reply.

Yours sincerely

Drisya K. S.

**Ms. DRISYA. K.S**

**HEALTHCARE QUALITY & PATIENT SAFETY OFFICER**

Mobile: +0525068431

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**Objective**

- Lead, Motivate, and Manage a team of Clinicians and Administrative staffs.
- To get a strong foothold in the industry and keep updating myself with technical knowledge and try to develop more innovative ideas in my field dedicating myself or the growth of the organization.

**Professional Experience**

- Working as Sr. Quality Officer at Bustan Holdings Group, Khalifa City, Abu Dhabi from November 2021
- Worked as Quality Executive at Westfort Hospital, Thrissur, Kerala India.  
From December 2020 to October 2021
- Worked as Trainee at Westfort Hitech Hospital, Thrissur Kerala, India.  
From 2019 to 2020.

**Certification and Participation**

- Participated in Healthcare Quality and Patient Safety by DOH of Abu Dhabi
- Infection Prevention and Control by DOH of Abu Dhabi

**Key Responsibilities:**

- Auditing and maintaining compliance requirements of DOH
- Working knowledge of FANR, ADHICS, TASNEEF, CIVIL DEFENCE, ISO And Canadian Accreditation standards
- Providing Organizational needs and Oversee employee's performance
- Preparation for DOH and third-party audits
- Review and updating Documents, Forms and Policies
- Maintaining DOH Standards and Conducting Opening audit for Healthcare Facilities
- Preparing DOH Tasneef- Pharmacy Opening and review audits
- Handling of Tadweer, Hassantuk.
- Coordinating departments and perform audit preparations
- Working knowledge of Infection Control Activities and Occupational Health & Safety
- Controlling of all the Documents
- Knowledge of Fire and Safety Activities and Training
- Managing Third-party contracts and follow-ups
- Conduct and coordinate training sessions for staff
- Conducting meetings and committees as per center as well as regulatory requirements
- Incident Reporting
- Design & implement policies, sops, process mapping and department manuals by working with clinical & non clinical heads.
- Provide guidance and support to the staffs
- Conduct and lead internal quality audit
- Reporting to top management on the performance of the quality management

## Internship

- Completed 6 months internship at KS Hegde Charitable Hospital.

## Academic Profile

COURSE	BOARD	BATCH
Master in Public Administration	Indira Gandhi National Open University	Pursuing
Certification Course in Hospital Administration	National Council for Technology and Training (Govt. of India)	2018
B.Sc in Anaesthesia & Operation Theatre Technology	NITTE (Deemed to be University)	2014-2018
Plus Two	Board of Public Higher Secondary Examination, Kerala	2012-2014
SSLC	Board of Public Examination, Kerala.	2012

## Software Exposure

- Outlook
- MS office Word
- MS office Excel
- MS office PowerPoint

## Languages Known

- English, Basic Arabic, Malayalam, Tamil, Hindi, Kannada

## Personal Profile

Nationality : Indian  
Marriage Status : Unmarried  
Date & Year of Birth : 28/05/1996

DRISYA K S