



# ABISON DANI BABU

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## Profile:

Pursued Master's in Social Work from Indore School of Social Work, specializing in Medical and Psychiatric Social Work and Human Resource Development. Also, done graduation in Bachelors in Social Work. Moreover, I am Pursuing MBA in Healthcare Administration.

## Career Objective:

Secure a responsible career opportunity to fully utilize my training and skills in the Field of hospital Administration, while making a significant contribution to the organization.

## Experience:

### **Public Relation Officer/ Operation Manager**

Madhipura Christian Hospital, Madhepura Bihar  
(NABH accredited)  
(Feb 2021- Present)

Role: Initiate and establish proper channel to execute the four aspect which is Crisis, Relationship, Image and Resource Management. Proper reporting and file system for NABH, better documentation keeping facilities and management systems for strengthening the reporting system of the organization.

### **Responsibilities:**

1. Prepare quality report and documents (case studies, presentation etc) and inspection in the various clinical departments as per the NABH manuals.
2. Assist Administrator in operation management of hospital.
3. Submitting report (monthly, quarterly and annually) and other needful reports as and when required.
4. Create/facilitate an interface between patient and hospital and both vice versa.
5. Patient Assessment from the aspect of socio economic for the charity check.
6. Proposal writing.
7. Grievance and complain handling.
8. Donors and donation Management. (Equipments, Financial).



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### **Impact Manager**

Sant Singaji Educational Society, Khategaon ,Madhya pradesh  
(July 2019- Feb 2021)

#### **Responsibilities:**

1. Coordinate and ensure smooth and error free reporting on internal monthly and quarterly progress reports.
2. Develop and maintain effective feedback mechanism to ensure data and reports are available in a timely manner to support evidence based planning and decision making.
3. Frequent Visits to supervise the effectively and efficiency of the Impact systems and operations.
4. Provide systematic inputs on gaps and bottlenecks in both implementation and assessment processes and offer recommendations for further improvement.
5. Lead the implementation of various impact measurement process implemented directly by respective impact teams.
6. Co-ordinate with other verticals like IT team for PMS and Mobile App operations.
7. Donation and donors Management with Regular Mails and follow-up.
8. Conduct Interviews and exit interviews.
9. Training and skill up gradation of the new system .

### **Councillor /Admin**

Swadhaya Neuropsychiatric Hospital, Indore  
( July 2019- Feb 2021)

#### **Responsibilities :**

1. Assessing and diagnosing clients experiencing symptoms of psychological distress.
2. Providing psychotherapy to clients.
3. Talking to clients about their experiences, emotions, and thoughts.
4. Planning and coordinating the resources for occupational therapy.
5. Planning and scheduling the Doctors Visit.
6. Talking and Dealing the Cost of the treatment.
7. Executing the daily activity of the Institute.
8. Managing with the government with all the official norms and conditions placed for the psychiatric setting.
9. Case Presentation.
10. Conducting Internship student's interview.

### **Voluntary Work and Training**

Tenure: 1 year

Childline, Indore, Madhya Pradesh

1. To make Monthly Progressive Report of Childline.
2. To make case studies for special Childline cases.
3. To make event reports of the program organized by Childline.
4. To assist in counseling of Children.
5. To assist in child labour and child beggar rescues.
6. To participate in outreach and awareness programs.

### **Education:**

MBA- Hospital Administration	SGVU, Jaipur University	Pursuing - 2022	
PGHRD	Indore School of Social Work (DAVV)	2020	CGPA- 7.0/10
MSW	Indore School of Social Work (DAVV)	2019	CGPA- 7.0/10
BSW	Indore School of Social Work (DAVV)	2017	CGPA- 7.0/10
AISSCE	CBSE	2013	CGPA- 7.6/10
AISSE	CBSE	2011	CGPA- 8.8/10

### **Linguistic Proficiency:**

English , Hindi ,Malayalam and Tamil

### **Computer Skill:**

1. Microsoft Office
2. Microsoft PowerPoint presentation
3. Microsoft excel
4. Designing

### **Interest:**

Music, blog writing and Photography

### **References:**

<b>Mr. Pranjali Dubey</b> Chairman And Founder Sant Singaji Educational Society, MP Contact Number: 9926845557	<b>Dr. Arpit Jacob Mathew</b> Medical Superintendent, Madhipura Christian Hospital Madhepura , Bihar Contact number: 9685495890
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