

Supriya Daund

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Career Objective:

Passionate and well qualified healthcare manager, Seeking position in healthcare organization to further enhance my capabilities and contribute to the advancement of health care industry.

Academic Qualifications:

- 2018 **Master of Advanced Health Services Management.** Griffith University, Australia
Health Project: Impact of Health Information Technology interventions on adverse drug events in Intensive Care Units - Systematic Literature Review

Other units completed in Griffith School of Medicine:

Health Services and Information System	Health Informatics
Change Management in Dynamic Healthcare Systems	Healthcare systems
Foundations of Research Enquiry in Health	Health Project
Community Internship	Leadership in Management for Health Services
Strategic Decision Making in Health	Health Policy and Planning
Health Finance and Project Management	Work Integrated Learning in Health

- 2016 **Bachelors in Physiotherapy.** Maharashtra University of Health Sciences, Maharashtra

Professional Experience and Key Responsibilities:

LADY CLIENTO CHILDREN'S HOSPITAL. BRISBANE. AUSTRALIA

Position: Intern project officer, Early Warning Tools and Managing Clinical Deteriorations in integrated Electronic Medical Records(ieMR) system. (July 2018 to October 2018).

- Comparing deterioration recognition tool inbuilt in the ieMR system to the previous paper-based tool.
- Patient records scanning,data analysis and interpretation.
- Underwent training for Cerner modules and regular practice sessions for powerchart, surginet, firstnet, Electronic Scheduling Manager(ESM), HBICS (Patient Administration System, SAA(Anaesthetics), medical officer and nursing management training.
- Digital barcode stickers printing for staff, downtime planning.
- Assistance with staff education and support, Downtime Viewer Testing(DVT), downtime kits, downtime checklists.

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MENTAL ILLNESS FELLOWSHIP OF AUSTRALIA. BRISBANE.AUSTRALIA

Position: Student project officer, MiNetworks (March 2018 to June 2018)

- Website and helpline maintenance (Mental Health)
- Routing tree development for helpline
- Stakeholder education about MiNetworks
- Audit and service mapping
- Survey analysis with data collation from member organizations.
- Competitive analysis
- Volunteer participation in conferences organization

MINDS AND HEARTS CLINIC. BRISBANE.AUSTRALIA

Position: Trainee administration assistant (January 2018- March 2018)

- Maintaining patients' records
- Maintaining database, scanning and archiving
- General administration tasks
- Front desk management and customer service

MATER HOSPITAL AND HEALTH SERVICES. BRISBANE.AUSTRALIA

Position: Patient admissions assistant (June 2017- Feb 2018)

- Support admission manager and staff
- Helping patients in elective surgery formalities
- General administration tasks in reception area

RELIVA PHYSIOTHERAPY AND REHAB CENTRE. MUMBAI. INDIA

Position: Clinical physiotherapist and clinic administrator (February 2016 to February 2017).

- Physiotherapy treatment and rehabilitation with telephysio consultations.
- Patient education
- Patient flow management
- Maintaining patient records
- Clinical administration

LOKMANYA TILAK MUNICIPAL MEDICAL COLLEGE AND GENERAL HOSPITAL. MUMBAI. INDIA

Position: Intern physiotherapist (August 2015 to February 2016)

- Clinical practice and community physiotherapy

Professional strengths:

- Knowledge of clinical procedures and healthcare environment
- Possess excellent oral and written communication skills with working in a team
- Possess good analytical and organizational skills
- Skilled in operating systems like Microsoft Excel, Word and PowerPoint
- Possess good management, leadership and business skills

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Referees:

Name: Tony Stevenson
Position: National Chief Executive Officer
Organization: Mental Illness Fellowship of
Australia, Brisbane
Mobile:xxxxxxx
Email: xxxxxx@mifa.org.au

Name: Mina Ergon
Position: Administration Support Officer
Organization: Mater Private Hospital, Brisbane
Mobile:xxxxxxx
Email: xxxxxx@mater.org.au

Note: Additional references are available on request.