



NEHA

HOSPITAL MANAGEMENT

📞 9518622567

✉ nehaahlyan98@gmail.com

🌐 <http://www.linkedin.com/in/Nehaahlyan24898>

📍 Samalkha city, panipat,
132101

EDUCATION

Bachelor in B.sc Medical
SD. PG. College, Panipat, KUK

Diploma in LAB Technician
RPIIT College, Karnal

Masters in Business Administration
Geeta University, Naultha, Panipat

TEHNICAL SKILLS

MS Office

MS Excel

Power BI

PROFESSIONAL SKILLS

Patient Care Management

Leadership

Hospital Administration

CAREER OBJECTIVE

I wish to pursue a challenging job opportunity in a reputed firm that can accommodate my competence, experiences and goals while providing me with the scope to use my strengths in the best way possible for the company's growth.

INERNSHIP (ARTIOS HOSPITAL)

During 2 months (JUNE- AUGUST 2023)

- Assisted in organization patient records, filling documents and updated patient information in an accurate manner.
- Maintained a high level of professionalism while providing administrative support to healthcare professionals.
- Demonstrated interpersonal and customer services skills while managing patient inquiries.

CERTIFICATIONS

- Business to Business Marketing Completed by NPTEL (August- December)
- Attended the seminar of MSME which is conducted by Ministry of MSME(4 Dec. 2023- 10 Dec. 2023)
- Presented and Participated in International Conference in Geeta University,
- 5,6 Academic Certificates

PROJECTS

- Project on HUMAN RESOURCE PLANNING in Hospital