



Prajakta Sartabe

CONTACT

📍 Sector 3 Airoli, Navi Mumbai
☎ +917420902800
@ prajakta.sartabe12@gmail.com

SKILLS

1. Patient Care and Management: Proficient in diagnosing and treating a variety of medical conditions, providing comprehensive care to patients.



2. Medical Documentation: Competent in maintaining accurate and detailed patient records and medical documentation.



3. Communication Skills: Strong ability to communicate effectively with patients, families, and healthcare team members.



4. Team Collaboration: Experience working in a multidisciplinary team, coordinating with specialists, nurses, and other healthcare professionals.



5. Adaptability: Ability to work in diverse healthcare settings, adapting to the specific needs.



OBJECTIVE

1. Seeking a challenging position as a Resident Medicine Officer to leverage my strong organizational and leadership skills, extensive medical knowledge, and solid educational background. 2. Proficient in legal and ethical standards for providing medical care. 3. Skilled in supervising and coordinating professionals within the field of expertise. 4. Extensive knowledge of medical evaluation, diagnosis, and treatment principles, methods, and procedure. 5. Participated in a Master Class ENT program in Beijing, China. 6. As a doctor, I am eager to make a significant impact by bringing my enthusiasm to leading companies.

EDUCATION

MBBS	2023
Capital Medical University Beijing, China	
70%	
HSC	2014
St. Paul Collage Nagpur	
65%	
SSC	2012
Maharishi Vidya Mandir	
72%	

EXPERIENCE

Medical officer	January - December
Hariom Hospital Darwha, Yavatmal	
2021 - 2021	
Clinical Documentation Specialist	September - December
Iks Mumbai Airoli	
2022- 2022	
I2CAN Institute Juinagar, Navimumbai	5 aug - 5 September
Done cosmetology course. 2024	

6. Patient Education: Effective in educating patients about their conditions, treatment plans, and healthy lifestyle choices.

