

OBJECTIVE

To attain excellence in the professional world by gaining experience and exposure and help the company grow in whatever way I can through hard work and determination.

PROFILE

- Confident, time management capability.
- Can work efficiently in a group as well as an individual.
- Conceptually strong with an innovative, detail-oriented and analytical approach to the work.
- Self motivated, hard working and goal-oriented with a high degree of flexibility, creativity and commitment.
- Attention to detail is a must
- The ability to work effectively as part of a team in a multi-cultural environment and to copy with pressure in a positive manner while working to deadlines within a busy and demanding environment
- A demonstrated willingness to engage in professional development activities in order to develop and improve new and current skills, and to adapt to the evolving needs of the organization

WORK EXPERIENCE

Veta experts in English training

Centre Head | 3rd May 2012 to 15th Dec 2016

- Handling queries & Daily students Enquiry.
- Coordinate with Students for various courses and solve their problem.
- Solving the Problems related to Documentation.
- Preparing daily, weekly and monthly collection target statements and provide the same through e-mail to the RO and HO.
- Handling proper Branding in the market in different location.
- Doing quality check in all the classes.
- Ensure proper coordination with the clients.
- Handling Recruitment process and managing the staff.

Administration

- Office maintenance and administration works.
- Approaching Clients for business development.
- Ability to function in almost any scenario and go the extra mile to get the job done.
- Exceptional leadership and team building qualities in the training, mentoring, motivating and supervising for the company

Nephroplus -Nephrocare Health Services Pvt. Ltd - Jharkhand

Centre Manager: From 9th May 2017 to 31st Oct 2018.

- Handle the overall Administration of the Dialysis Center.
- Taking care of staff management.
- Handling Guest Scheduling, Billing, cash, patient care, etc.
- Co Ordinate functions between the Clinical And Non-Clinical Team.
- Supervision of all the departments for its effective functioning.
- Improve the occupancy level of inpatients as well as outpatient.
- Develop and support the diagnostic services and make them center of excellence.
- Inventory management.

- Looking after the Front Office, Housekeeping, their Grooming, etc.
- Worked with PPP module dialysis in ESIC Adityapur
- Reconciliation billing with hospital partner & claim ESIC bill through online process UTI.
- Worked with Medica Ranchi tie up hospital Nephroplus as a center Executive

7Med India Private Limited –Delhi & Delhi NCR.

Centre Manager: 18th November 2018 to 13th Aug 2019

- Handle the overall Administration of the Dialysis Center.
- Taking care of staff management.
- Handling Guest Scheduling, Billing, cash, patient care, etc.
- Co Ordinate functions between the Clinical and Non-Clinical Team.
- Supervision of all the departments for its effective functioning.
- Improve the occupancy level of inpatients as well as outpatient.
- Develop and support the diagnostic services and make them center of excellence.
- Taking of inventory management and monitoring all the transition center for capex and consumable.
- Looking after the Front Office, Housekeeping, their Grooming, etc.
- Worked as a Transition Center Manager Move across Delhi,Haryana,UP,UK for implementing company Protocol and as well as for starting new center.

Fresenius Medical Care India Pvt Ltd.- Fortis Escorts Hospital okhla Delhi

Admin Executive: 09th September 2019 to till date

- Supervise daily administrative operations.
- Monitor budgets and prepare Mis report.
- Maintain medical and staff records.
- Update patient health records, including admissions and insurance data
- Create work schedules for staff members.
- Keep records of expenses and suggest ways to minimize costs
- Answer queries from doctors, nurses and patients.
- Liaise with medical staff to identify efficiencies in the facility's operations.
- Ensure compliance with current healthcare regulations.
- Taking care of inventory in using dialysis consumable.
- handling petty cash, preparing vouchers, and accounts payable

EDUCATIONAL QUALIFICATIONS

- B.s.c. IT, NIIT Ranchi College, 64% in 2015
- 12th N.I.O.S., 59.7% in 2012
- 10th B.N.S. D.A.V. Giridih from CBSE 62.4% in 2010

PROFESSIONAL DEVELOPMENT

Technology: C,C+ MS Office, Internet

PERSONAL DETAILS

Date of Birth : 10-08-1992

Languages : Hindi, English

Hobbies : visiting New Places, And Reading books

Address : Sirsia Giridih Jharkhand 815301

All the above statements are true to the best of my knowledge and believe.

Place:- _____

Date: _____

Signature