**ANKUR BHARDWAJ**

**MBA (Hospital Management)**

**Contact No: 9555617772, 9911617772**

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**CAREER OBJECTIVE**

**To increase my knowledge & skills and instigate the right blend of creativity and hard work to achieve the highest sigma of perfection.**

**STRENGTHS**

* **Proactive**
* **Hard Working**
* **Keen Learner**

**EDUCATION QUALIFICATION**

* **M.B.A in Hospital Management from JODHPUR NATIONAL UNIVERSITY**
* **Graduation from DELHI-UNVERSITY**
* **12th from U.P Board**
* **10th pass from C.B.S.E**

**TECHNICAL COMPETENCE**

* **Microsoft Office**
* **Hospital Management Information System(PARAS)**
* **Computerized Patient Record System(VISTA)**
* **Synapse(PACS)**
* **Day Care Management system(THOUGHTWORKS)**

**ACHIEVEMENTS**

* **Star Employee Award by Chief Executive Officer (2011)**
* **Outstanding Performance Award by Chairman (2010)**
* **Outstanding Performance Award by Chief Executive Officer (2014)**

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| **WORK EXPERIENCE**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **JANUARY 2007 TILL DATE (7 YEARS )** |  |  |  |  |  | | **ORGANIZATION NAME:** | **RAJIV GANDHI CANCER INSTITUTE & RESEARCH CENTRE** |  |  |  |  | | **CURRENTLY WORKING AS :** | **Senior Executive ( Operations)** |  |  |  |  | | **JOB PROFILE:**  **SPECIFIC RESPONSIBILITIES** | **Day Care & Ward Management.**  **To manage waiting for Day Care beds during peak hours.**  **To make full arrangements for admission, discharge and transfer of the patient.**  **To co-ordinate with Departments for smooth functioning of the ward.**  **To see that patient and their families are orientated.**  **To keep track of diagnostic tests, O.T. appointments and arrange transportation.**  **To perform general duties by preparing, compiling and maintaining records in the nursing unit.**  **To maintain records of special monetary charges and forward them to the business office (preparing charge slip etc.)**  **To co-ordinate with housekeeping dept. (e.g. ensuring room readiness before admission; making arrangements for transportation of patient; barber services etc.)**  **To co-ordinate with other dept. for different services (e.g. CSSD, pharmacy, physiotherapy, security, ambulance services.)**  **To receive reports and filing in patient’s records.**  **To co-ordinate with Radiology Department and make appointments for patients services (e.g. Radiotherapy, CT, Nuclear Medicine etc.)**  **To make post hospitalization appointment with patient’s doctors.**  **To compile census of patient’s in the unit.**  **To deliver reports, records to appropriate office.**  **To verify all the documents at the time admission.**  **To see that all ward procedures have been charged.**  **At the time of discharge final billing to be verified.**  **Maintenance of medical records and its confidentiality.** |  |  |  |  | |

**PERSONAL DETAILS**

**Date of Birth : 1 MAY 1986**

**Gender : MALE**

**Languages Known : ENGLISH & HINDI**

**Marital Status : MARRIED**

**Hobbies : SPORTS**

**Nationality : INDIAN**

**Address : POCKET 14, HOUSE NO. 65,3RD FLOOR, SECTOR-24, ROHINI**

**DECLARATION**

**I hereby declare that the information furnished above by me is true to the best of my Knowledge and belief.**

**Place: Delhi Signature**

Date: ANKUR BHARDWAJ