**HARSHA**

J-173, Ground Floor,

Saket, New Delhi – 110017

Mobile: 7503666167

Email: harshatahkur82@gmail.com

I have paramedical educational background, as I have done my Post-Graduation in Occupational Therapy / ERGONOMICS. I have been managing a team of doctors and nurses in corporate with day to day Operations of Apollo Life.

I would like to be associated with an organization offering me a responsible job in operations & a learning environment where my expertise can be utilized, gives me the opportunity to work at the leading edge of technology, and to lead others, and to feel the satisfaction of success.

**QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **Name of course** | **Institute/ University** | **Year** |
| Masters of Occupational Therapy (Pediatrics) | Santosh Medical College, UP | 2013 |
| Bachelor of Occupational Therapy | Pt. D.D.U.I.P.H (under ministry of S.J E  Govt. of India), Delhi University | 2009 |

**WORK EXPERIENCE:-**

**APOLLO LIFE (Apollo Hospitals Initiative) April 2015 – PRESENT**

Assistant Administrative officer

The Apollo Life Corporate Wellness Program is an end-to-end initiative with constant facilitation in enhancing wellness and overall productivity of each corporate.  It is an effort by corporate India along with Apollo Life to improve the quality of life of your workforce, because healthy employees are an organizations greatest asset.

My current profile includes day to day operations and managing occupational health centers in Corporate Houses. I am responsible for running wellness programs and other medical related activities for corporate clients and management of medical centers and medical staff for employee health and benefits.

Key responsibilities:

* Responsible to oversee the overall daily administration of the Occupational Health Centers (Corporate Clinics) and coordinate with clients and employees for seamless functioning
* Ensure facility upkeep, Department functioning to meets the service standards
* Provide forum to address and resolve Clients concerns & extend support for requisitions.
* Ensuring high level of Client satisfaction index
* Develop and present training programme for staffs basis on SOPs, develop training protocols, documentation requirements regarding the functions of Clinic
* Shift scheduling, Team management and development
* Managing team of 60-70 people (including Doctors and Nurses)
* SPOC for Corporate clients
* Hiring of Nurses and Doctors
* Health talks like ERGONOMICS
* Managing Wellness programs in corporates

List of Clients managed:

* Genpact
* Google
* Convergys
* Barclays
* Cognizant
* Mercer
* Alstom
* Century Links
* Indiabulls
* UHG
* Delhi Public School, Mathura Road, Delhi
* French School, ------------
* Modern School, Vasant Vihar, Delhi
* Lotus Valley School, -----------

**SAKET CITY HOSPITAL Jan 2014 - Dec 2014**

[Head of Department, Occupational Therapy](https://www.linkedin.com/title/head-of-department%2C-occupational-therapy?trk=mprofile_title)

Key responsibilities:

* Responsible for establishing, managing and running the occupational therapy department.
* Marketing the department
* Dealing and counseling the patients about the disease, course of disease and its prognosis

**INDRAPRASTHA APOLLO HOSPITAL Feb 2013 – Jan 2014**

**(Joint Commission International (JCI) accredited**

**NABH accredited)**

Team Leader, Health@Home Department

Key responsibilities:

* Part of the core team of the department
* Day to day operations and administration of the department
* Dealing and counseling the patients
* Handling workforces, maintaining peaceful & amicable work environment in the organization
* Patient Management
* Invoicing & Payment handling

**NUTECH MEDIWORLD Oct 2009 - Nov 2011**

**H.O.D / In-charge**

Key responsibilities:

* Establishing the Occupational Therapy department.
* Responsible for marketing and grow the business.
* Day to day operations and administration of the occupational therapy department as a part of already rehabilitation team.
* Laying the foundation, with all the ground work and basic requirements for the department.
* Hiring of other team members

**CLINICAL EXPERIENCE:-**

I have been posted in different hospitals as Trainee and Intern. Details are mentioned below:

**TRAINEE:**

SAFDARJANG HOSPITAL, NEW DELHI

* Rehabilitation department – the training include posting in pediatric, neurology, and spinal cord injury units.

CENTRAL INSTITUTE OF ORTHOPAEDICS, NEW DELHI

* Orthopedic department- exposure of various cases as fracture, cervical spondylosis, back pain, injury, post surgical, crush injury, nerve injuries etc.

AMAR JYOTI, NEW DELHI

* Hospital provided exposure in the following field- Various Neurological condition such as stroke, Neuropathies, Parkinson’s disease, Myasthenia Gravis etc.

Pt. D.D.U. I.P.H, NEW DELHI

* The training included posting on several areas like – Rehabilitation Department, pediatric dept., Activities of Daily living (ADL)

L.N.J.P HOSPITAL, NEW DELHI

* The institute provided exposure in various Orthopedic, Neurological and Pediatric conditions.

SUCHETA KRIPLANI HOSPITAL, NEW DELHI

* The hospital provided exposure in the following areas – Various Neurological conditions such as stroke, Neuropathies, Parkinson’s disease, Myasthenia Gravis and Psychiatric patient in ward.

**INTERNSHIP**

* 1st  3months : Pt. D.D.U IPH
* 2nd 1 month : IHBAS, hospital
* 3rd 1month : Narayan Sewa Sansthan, Udaipur
* Last month : IHBAS, Hospital

**INTERNEE:-**

**Pt. D.D.U IPH, NEW DELHI**

* The hospital provided exposure in CEREBRAL PALSY, AUTISM Spectrum disorders, Mental retardation, Spina Bifida, Hydrocephalus, G.B.S, DMD & rickets.

**Institute of Human Behavior and Allied Sciences, NEW DELHI**

* The hospital provided exposure in the following areas- Various Neurological conditions such as stroke, Neuropathies, Parkinson’s disease, Myasthenia gravis, and Psychiatry patient in wards.

**NARAYAN SEWA SANSTHAN, UDAIPUR**

* The centre provides exposure in various conditions such as Management of patient suffering from post polio Residual Paralysis and cerebral palsy, polio, myopathy, DMD, spina bifida, C.T.E.V, AMC, Amputation & Hemiplegia. Also had exposure in Operation theatre, Prosthetic Orthotics department and wards.

**EXPOSURE IN THE FOLLOWING SPECIALITY**

* Vast & varied as studies at the premiere institute of India in the field of Occupational Therapy. OPD & IPD exposure in:
* Pediatric
* Neurology
* Orthopedics
* Geriatrics
* Psychiatry
* Activity of daily living
* I.C.U
* Mental retardation and Autism Spectrum disorders
* Rehabilitation and Artificial limb

**CONFERENCES AND SEMINARS**

* Workshop on Ergonomics and recent advances in c.p. ( Pt.D.D.U IPH, May 2008)
* Fundamentals of Biomechanics (Jamia Hamdard, March, 2007)
* EMCOM, AIOTA, Nagpur, January 2008.
* C.P a half solved puzzle (handicapped children’s rehabilitation association)

**AWARD**

* Second prize in EMCOM Nagpur 2008 for scientific model presentation.

**PROJECTS**

* Hand writing device and kit for C.P children, developmental delay, dyslexia, autism, sensory dysfunction, physically impaired etc.
* A form board puzzles for children to enhance shape, size, color perception, problem solving, visual memory, and other kind of cognition and perception problem.

**STRENGTH:-**

* Determination, Dedication and Ability to work as an individual and in a team.
* Disciplined and hardworking
* Has worked with many high profile national and international patients, from all over the world.

**PERSONAL DETAILS:-**

* + Father’s Name : Mr. Raj Kumar.
  + Date of birth : 10th June1986.
  + Sex : Female
  + Nationality : Indian
  + Marital Status : Single
  + Language Known : English and Hindi.

**REFERENCE**

* + Dr.Bajrang Patel (Regional Head) Apollo Life

Mob: +91-8826825252

E-Mail : bajrang-p@apollohospitals.com

**I here by declare that all the statements made in the above application are correct to the best of my knowledge and belief.**

**Date:**

**Place: Signature:**