Name : Dr Mona Swamy

Address : B-150, PKT 00, AMARPALI

SECTOR 1 , ROHINI -85

Contact detail : 9560205809

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**Professional Objectives**

Seeking a suitable and rewarding career, with an esteemed health care organization, this would offer good advancement potential, challenges and opportunities to zoom my carrier growth, contributing to the success of the organization.

**Key Skills and Management Skills**

* Professional Management Skills:
* Meeting Objective
* Identifying problems
* Promoting solution
* Managing change
* Motivating and developing staff
* Well developed and effective communication skills
* Thrive in deadlines environments
* Excellent Team-Building Skills
* A Quick learner with “can do “ attitude.

**Education Qualification**

**Technical Education**

MBA Hospital and Health Management 1ST SEM (78.125%) 1st Div. Jamia Hamdard

SGPA 8.75 University, Delhi

2ND SEM (75.125%)

SGPA 8.69

**Professional qualification**

BHMS

Bachelor of Homeopathic Medicine 60% 1st Div. Delhi University

And Surgery

**Basic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Senior Secondary |  | 75% | 1st Div. | CBSE |
| Secondary |  | 86% | 1st Div. | CBSE |

**Additional Qualification**

MA (psychology) 1st yr. (88%) 1st Div. Karnataka open University

**KEYSKILLS**

High in emotional intelligence

Communication skills

Motivate other to perform well

Improving on Feedbacks

Ability to work in team environment

Problem solving ability

**Experience**

I have completed 1 year rotatory Internship through prestigious institute NEHRU HOMEOPATHIC MEDICAL COLLEGE AND HOSPITAL. In which I was posted in various department like General OPD, Special OPD (Dental, ENT,Eyes, Pathology labs, Ultrasonography), IPD , Labour Room, etc , to gain clinical knowledge in various department of hospital. From 10th April 2011 to 10th April 2012.

I was posted in CGHS dispensary in between my internship.

Worked as consultant in Dr. Krishna's cancer healer, New Friends Colony. I was responsible there for new patient records. From June 2012 to September 2012

I have worked as a Homeopathic Consultant in Dr. Batra’s Positive Health Clinic ISO 9001:2008 from last 3 years. I was responsible for the New Patient Department, handling the queries of new patient, case taking, and providing with the best medicine so as to cure the patient.

Profile also includes the sale of the different patent as well as the aesthetic solution to the patient, and running of proper management of the clinic including administration work as well. From September 2012 to October 2014.

I also provide online consultation on Klickdoc website, this website is online portal for homeopathic doctors to provide online consultation. From April 2012 till now.

As a Management student a have also gained experience in doing research work on the topic “Digitalization of hospital leading to increase in efficiency of the hospital.” And “Cancer awareness among youngster” as a part of our curriculum.

I have enhanced my skill of public speaking by giving various presentations on topic like Swine Flu, Cancer, and Types of hospital, Controlling and Monitoring market strategy, Media Advocacy, Migrants and their health issues.

**Projects Done**

* Waiting time assessment in Out Patient Department of St. Stephen hospital. I was assigned to assess waiting time of various OPD and was asked to find the reason for the same with the corrective actions.
* Study of Medical Record Department and Electronic Medical Record in St Stephen hospital. I was assigned to study the record keeping flow of the Out Patient Department, In Patient Department and Emergency Department. Apart from it the use of Electronic Medical Record in increasing efficiency of the Hospital.

**Achievements**

* Attended workshop on “Joining hands for population and stabilization” organized by directorate of family welfare Govt. Of NCT Delhi.
* Prepared thesis on “Miasmatic Analysis of the Pediatrics Cases”
* Got Certificate of Honor for the services rendered at MTNL Perfect Health Mela 2010
* Got Certificate of Appreciation from AYUSH department for attending the seminar on “Advancement of AYUSH Systems and Career Options”
* Participation Certificate from Central Council of Research in Homeopathy, New Delhi, for participating Drug Proving Program.

**Technical Skills**

Application software

SPSS Coding and Decoding

MS Office ( PowerPoint, excel, word )

**Personal Information**

Husband’s Name : Vivek Dixit

DOB : 3rd March 1988

Nationality : Indian

Gender : Female

Language : English, Hindi

Permanent Address : B-150, PKT 00, AMARPALI, SECTOR 1 , ROHINI -85

Marital Status : Married

**Dr. Mona Swamy**

**Homeopathic Physician**