**Application for any post in Administration / Operation / Assistance**

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**Suneet Chauhan**

B - 7 / 57 Sector – 18

Rohini, Delhi - 110085

Contact: 9953257077 / 7840089719 / 9953924656 (H)

Suneet27@gmail.com

# Personal Details

Husband’s Name Mr. Ajit Chauhan

Date of Birth 27th June 1983

Marital Status Married

# Educational Qualification

* 10th from C. B. S. E. in 1998.
* 12th from C. B. S. E. in 2000.
* Graduation (B. Com) from Delhi University in 2005

**Professional Qualification**

* Pursuing MBA in Hospital Administration
* Post graduation Diploma in Hospital Management
* One year Computer Course from TATA Infotech Education, Y.W.C.A. Delhi in 2001

# Work Experience

##### Presently Working

**Organization** Brahm Shakti Hospital, Delhi – 110086 (100 Bedded)

# Post Executive Asst. to Medical Superintendent & Manager Operation

# Duration Oct 2004 to till date

**Job Profile** Assisting Medical Superintendent for smooth working of hospital

* + - **Preparation of Final Hospital Summary**
    - Coordinating with organization leaders for policy formulation, documentation & implementations
    - Taking active part in committee meeting & coordinating Committee meetings.
    - Assisting Management for complying legal requirements for the hospital.
    - Supervising the central store for stationary management of the hospital.
    - Conducting & providing training
    - Coordinate for AERB & TLD Badges
    - Reporting to various government departments
    - Maintenance & Application for Registration / Renewal of various statuary requirements Like DHS, CDMO, PNDT, MTP, Lift, Consents & authorization from DPCC, Lift & others
    - Certification Maintenance of all Official Records & all other Administration Work

ISO documentation & Implementation

* + - Doing internal audits of all the departments, preparing audit reports & talking corrective & preventive action accordingly.
    - Setting quality indicators for the departments
    - Surveillance for the data collection, its analysis & identifying opportunities for improvements

**Initiate NABH documentation & implementation**

**As additional responsibilities, I am handling complete HR work since last 8 years I am maintaining personal files, trainings various assessments**

##### Second Job

**Organization** Kolmet Hospital, 7 B Pusa Road, New Delhi – 110005

# Post Front Office Executive

# Duration July 2002 to Oct 2004

**Job Profile** Public Dealing

Handling EPBX

Handling Admission, Discharge, Billing (Panel & Non Panel) & OPD

Handling of Panel & Insurance Patients

Handling MRD & Census

Birth & Death Records

Maintenance of Official Records

Maintenance of Incoming & Outgoing Correspondence

##### First Job

**Organization** MTNL Union Office, Sector – 3 Rohini, Delhi –110085

# Post Receptionist cum Office Assistant

# Duration 15th May 2001 to 25th Dec 2001

**Job Profile** Public Dealing

Maintenance of Official Records & Personal Files of employees

Handling Incoming & Outgoing Correspondence

Arrangement for Meetings

Travel Arrangements

**Strength**

* Positive Attitude
* Innovative
* Fast Learner
* Good Communication Skills
* Self-motivator
* Self-analyzer

***Suneet Chauhan***