|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Dr. Aakansha Yadav**  **E-mail : draakanshayadav@gmail.com** | **Mob :** +91 8826445107 | **DoB** **: 4th Feb 1988** | | | | | | **Career Objective** | | | | | | Aspiring for a career opportunity to channelize my skills & enthusiasm to achieve higher service delivery standards with responsibility & integrity. Also, to synergise with the organisation goals to focus on & achieve the long term goals that have been put into pace. | | | | | |  | | | | | | **Career Synopsis** | | | | | | * An astute & focussed service professional with 2.5 years of work experience in healthcare industry. * Hand on expertise in Patient Treatment, Consultation, Patient Care Services & Manpower Management. | | | | | |  | | | | | | **Professional Learning** | | | | | | **Hospital services** | | | | | | * Hospital Operations   Management | | * Organisation & Management of   Clinical services | | * Support & Utility Services | | **Healthcare Management** | | | | | | * Primary Healthcare System | | * Concepts & Dimensions | | * Principles of Management | | **Patient Safety & Security** | | | | | | * International Patient Safety Goals | | * Hospital Infection Control | | * Biomedical Waste   Management | | **Community Dentistry** | | | | | | * Oral Hygiene Awareness | | * Promotional Camps | | * Dental Surveys & Dental Record Management | | **Work / Internship Experience** | | | | | | **Company Name** | **Navbodh Prakashan, Raipur, CG** | | | | | **Designation (Dept)** | **HR Executive** | | | | | **Duration** | **From :Jan 2015** | | **To : Mar 2015** | | | **Key Responsibility Areas** | * Proof reading articles * Maintaining TA & DA bills * Reader feedback * Managing a team of 7 members | | | | | **Work / Internship Experience** | | | | | | **Company Name** | **RKDF Dental College & Research Centre, Bhopal, M.P** | | | | | **Designation (Dept)** | **Tutor (Jr. Doctor)** | | | | | **Duration** | **From : Nov 2012** | | **To : Feb 2014** | | | **Key Responsibility Areas** | **Patient Care Services**   * Patient consultation, treatment & taking general feedback. * Root Canal Treatment, Scaling, Periodontal treatments, Conservative Treatments. * Patient record maintenance. * Stock management. * Promotion of health & hygiene awareness amongst rural & urban areas by dental camps. * Supervising & monitoring patient care services.   **Organisational Services**   * Designing of educational material. * Organisation & management of quarterly dental camps for a population of 250-300. | | | | |  | | | | | | **Work / Internship Experience** | | | | | | **Company Name** | **Maitri College of Dentistry & Research Centre, Durg, C.G** | | | | | **Designation (Dept)** | **Intern** | | | | | **Duration** | **From : July 2011** | | **To : July 2012** | | | **Key Responsibility Areas** | * Acquiring & applying dental knowledge & skills * Assisting a doctor in routine dental treatments * Conduct cleaning & sterilization of operatories & equipments * Assist with patient data collection & data management * Assisting front office for scheduling patients * Patient education & counselling | | | | |  | | | | | | **Professional Certifications / Training / Workshop / Industry Exposure** | | | | | | **Professional Certification**   * Certified in SIX SIGMA. * Certified in Disaster Management & Fire Safety * Certified in LEAD(Leadership Education & Abilities Development) Program   **Industry Exposure**   * 1 year of experience as Project Manager in a NGO SOFAR for promoting dental & women health awareness camps. * Visited to Max Super speciality Hospital, Saket, New Delhi to get an insight of hospital operations & its functions. * Visited “Columbia Asia Hospital,Gurgaon” to get an orientation on Hospital Operations. * Attended a guest lecture on “Corporate Expectation & Industry Orientation” by Mr. Jaayant K. Sood, Head- Corporate & Company Secretary, Indorama Synthetics(India)Limited * Attended a guest lecture on “Healthcare Administration as a Career Choice” by Dr. P.N Kakkar-Medical Director, Panacea Hospital * Attended a guest lecture on “Legal Aspects in Healthcare Administration” by Lt. Col. (Dr.) Madhav Madhusudan Singh, Managing Editor (IJRFHHA) * Attended FICCI conference (FICCI HEAL 2015) at New Delhi | | | | | |  | | | | | | **Achievement** | | | | | | * Have been a Cadet in National Cadet Corps (NCC). * Lent voice for a documentary “Chhattisgarh-A Herbal Heartbeat” by CG Govt in 2008 which was showcased in Singapore * Certificate of Appreciation as Rising Star for Demonstrating Team Work at INLEAD, Gurgaon. | | | | |  |  |  | | --- | --- | | **Education** | | | **Year of Completion** | **Program / Course** | | 2015 | Pursuing MBA in Healthcare Administration  Indian Institue of Learning & Advanced Development (INLEAD), Gurgaon | | 2012 | Bachelor of Dental Surgery (BDS)  Maitri College of Dentistry & Research Centre (MCDRC), Durg, CG | |  | | | **Academic Project / Dissertation** | | | * Presentation on “Quality Review in Hospitals”. * Submitted a Business report on “Challenges in Rural Healthcare” * Presentation on “’Electronic Health Records- An Overview”. * Presentation on “Selection Process” in Human Resource Management. * Presentation on “Centre Sterile Supply Unit” * Presentation on “Challenges in Rural Healthcare in India.” * Presentation on “Perfect Competition” in Economics | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | | | | | **Personal Strength** | | | | | * Result Oriented | | | * Observant | | * Pro-active | | | * Persuasive | | * Self-motivated | | | * Quick learner | |  | | | | | **Personal Information** | | | | | Marital Status | **:** | Married | | | Nationality | **:** | Indian | | | Language Proficiency | **:** | English & Hindi | | | Computer Skills | **:** | MS Office | | |