

CURRICULUM VITAE

DISHITA SARMA

PRESENT ADDRESS:

D/O- DEBABRATA SARMA
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Career Objective

To pursue career in an Organization/ Undertaking Establishment/ Society where my potential and abilities could be used to the maximum for the organization, the best for my personal development at the same time excel in the chosen field to achieve the positive outcomes and future endeavours.

Professional Experience(Internship)

Company Name – **MEDICA SUPERSPECIALTY HOSPITAL,KOLKATA**
Project – A study on OPD prescription records in conformity to the NABH standard
IMS-3
Duration – 4 Months
Designation – Management Trainee

Brief description of the project

- A live (Prospective study) study in the OPD of the superspecialty hospital to get the exact picture of the OPD prescription recording system present and later on determining the magnitude of compliance with the NABH standard.

Internship Details

- Medica Super Specialty Hospital, Department of Quality-Systems and processes(March 2015 to July 2015)
- Project: A study On OPD prescription medical records in NABH accredited healthcare service provider in conformity to the NABH standard IMS-3,

- Under

Dr Joydeep Bhattacharya

GM Clinical -Quality-Systems and Processes

NABH and JCI accreditation Coordinator

Hospital Infection Control Head

Medica Superspecialty Hospital, Kolkata,

(Now working as Senior Medical Superintendent at Narayana Hrudayalaya (NH) R N Tagore International Institute of Cardiac Sciences)

Qualification

ACADEMIC PROFILE

Level	Name of the Exam	University	Year of passing
Class X	Secondary Education Board Of Assam(SEBA)	SEBA	2005
Class XII	Assam Higher Secondary Educational Council(AHSEC),Commerce	AHSEC	2007
Graduation	Bachelor of Computer Applications(BCA)	Sikkim Manipal University	2011
Masters	Master in Hospital Administration(MHA)	Sikkim Manipal University- Gangtok,Sikkim campus.	2015

Areas of Interest

- **Healthcare Quality in relevance and compliance to the NABH standards.**
- **Process Auditing**
- **Documentation**
- **Marketing**

Co-Curricular Activities

- Actively participated in school level cultural programs
- Won a National Scholarship 2002, CCRT
- Through Visharad Level in Manipuri Classical Dance),Lucknow University
- Participated in various singing competitions.

Personal Details

Name : DISHITA SARMA

Date of Birth : 22ND OCTOBER 1988

Sex : Female

Nationality : Indian

Languages Known : English, Hindi, Bengali, Manipuri (Bishnupriya)

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Personal Skill & Areas of Strength

- Good writing abilities
- Good communication and interpersonal skills
- Ability to do tasks within limited time.
- Quick learning ability and willingness to learn
- Team facilitator

AREAS OF STRENGTH

1. Ability to work in a dynamic environment, focused, optimistic, good communication skills, ability to build inter personal relationships, willingness to learn, sincere and committed.
2. Creating trusting atmosphere in the organization by finding their strengths, weaknesses & personal learning styles.
3. Possess great problem solving skills, Team Work, Energetic, ability to perform duties under pressure and with utmost dedication, Loyalty and with full satisfaction of the concern authority.
4. Possess good soft and hard skill.

Declaration

I hereby declare that all the above mentioned information given by me are true to the best of my knowledge and belief

Place:

Date:

(DISHITA SARMA)