

Sourabh Kumar Mitra
(Administrator, Physiotherapist)

D.o.B-10 November, 1979

Raipur, India
(+91) 9009789830

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SYNOPSIS

- **Dynamic and motivated Professional with over Fourteen years of experience in Administration, Physiotherapy and Fitness**
- **Good knowledge of documenting and dispensing written information in soft and hard copy format**
- **Committed to help clients by providing best support and solution to them**

KEY COMPETENCIES

Drafting official communication - Client-based Approach – Collaboration – Effective interaction – Result oriented method implementation – Continuous learning and improvement

WORK HISTORY

Shri Shankaracharya Institute of Professional Management and Technology, Raipur July '19 – Present **Assistant Registrar**

- **Human Resources:** Collecting resume, setting up first round of interview, issuing offer and appointment letter, maintaining and updating personal files, annual appraisal report, processing attendance for salary, handling grievances
- **Communication:** Handling internal communication with management and other stakeholders, external communication with state and national authorities. Drafting and publishing information in the form of Notices, Orders and other official documents
- **Compliance and Accreditation:** Collecting, collating and sharing information with state and national education authorities and for audit and accreditation process for NAAC and ISO certification

Beena Prasad Physiotherapy and Rehabilitation Center March'2013 – February'2017 **Physiotherapist**

- Conduct diagnostic assessments, planning and executing treatment, document prognosis, home-care, educating patient attendants on care at home
- Planned and executed mobility and balancing exercises to children with developmental disabilities in 5-12 year age group

Talwalkar's BVF Ltd. July'2011- February'2013

Physio-Trainer

- Exercise Planning based on client's fitness goals and current health conditions
- Monitoring progress of clients and updating exercise plans at regular intervals
- Sales – promoting personal training, diet plans and participating in promotional activities as per management

Swayam Prabha Institute of Para-Medical Sciences & Seth M.J Trust Hospital, Jabalpur April 2007 to June 2011 **Assistant Physiotherapist and Faculty member**

- physiotherapy care to the patients coming in to the OPD and admitted in IPD section as prescribed by Physician/Surgeon.
- Taught exercise and electrotherapy subjects

EDUCATIONAL CREDENTIALS

- **MBA (HR/Hosp.Mgmt.-2017-19)**
Kalinga University, Raipur C.G.
- **Bachelor of Physiotherapy(2001-06)**
Barkatullah University, Bhopal M.P.

