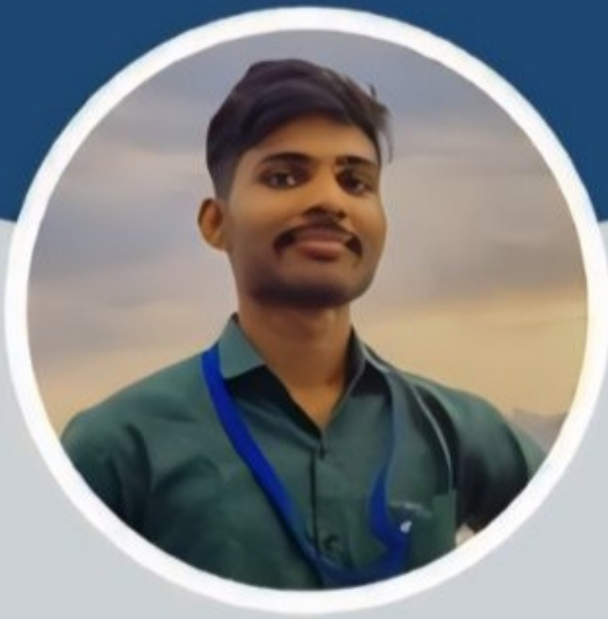


Biki Mahaldar



Personal details

-  Biki Mahaldar
-  mahaldarbiki95@gmail.com
-  +91-9932019881
-  Mukundapur, Kolkata, West Bengal
-  June 22, 2004
-  Male

Skills

- Good Computer Knowledge
- Good Communication In English
- Team Skills
- Customer Handling

Languages

- English 
- Hindi 
- Bengali 

Courses

- Developing soft skills and personality- NPTEL
- Brand Management- SVU

Professional Summary

Motivated Hospital Management student with internship experience in HR and Medical Records at Manipal Hospital and ESIC Bandel Hospital. Skilled in data management, recruitment support, and improving administrative efficiency. Strong communicator with a goal to excel as an HR Manager in the healthcare sector.

Education

- BBA HOSPITAL MANAGEMENT** 2023 - 2026
Swami Vivekananda University, Kolkata, Kolkata
 - Score 8.9 SGPA
- Class XII** 2023
West Bengal
 - Score 66%
 - PCM
 - RATUA HIGH SCHOOL (H.S.)
- Class X** 2021
West Bengal
 - Score 81%
 - RATUA HIGH SCHOOL (H.S.)

Internships

- EMRD, HR** Mar 2025 - Jun 2025
Manipal Hospitals, Saltlake
 - Assisted doctors, nurses & IT staff in correcting discharge summaries.
 - Printed, verified & delivered discharge summaries across floors.
 - Audited 250+ files monthly & maintained Excel reports.
 - Resolved patient queries & guided new patients.
 - Handled systematic filing of medical records.
 - In HR, interacted with freshers, collected resumes & explained policies.
 - Managed initial interviews & guided candidates.
 - Drafted agreements, collected doctor signatures & got approvals.
 - Filed new joiner records & coordinated with visitors for collaborations.
- Service Dispensary** Feb 2024 - May 2024
ESIC Hospital, Bandel, Hooghly
 - Assisted in patient registration, appointment scheduling, and front-desk coordination.
 - Managed medical records and ensured accurate data entry and filing.
 - Facilitated smooth patient flow by coordinating between patients and doctors.
 - Supported administrative work to improve overall service efficiency.
 - Helped in maintaining organized documentation for better patient service delivery.