

CURRICULUM- VITAE

SHANTANU CHATTERJEE

23, Hari Mohan Dutta Road.
ANNAPURNA BHAWAN, Gr. Floor
Flat No-02, Dumdum Cantonment
Kolkata – 700028, West Bengal
Mob.9875601588
Email- shantanuchatterjee941@gmail.com



CAREER OBJECTIVE

To pursue a challenging Career in the Hospital Sector having Vast growth potential to contribute my skills be expertise for the growth of the growth of the organization.

ACADEMIC QUALIFICATION

BBA in Hospital Management from Kingston School of Management & science (MAKAUT UNIVERSITY) Kolkata Securing 64.70% in aggregate in the year 2019.
Passed H.S Exam (XII) from C.H.S (E.M)/H.S school under West Bengal Council of H.S Exam. Securing 54.40% in aggregate in the year 2016.
Passed Madhyamik Pariksha (X) from C.H.S(E.M)/H.S school under West Bengal Board of Secondary Education securing 50.14% in aggregate in the year 2014.

WORKING EXPERIENCE

One year Working experience as a Guest Relationship Executive in BHAGAWAN MAHAVIR MEDICA SUPERSPECIALITY HOSPITAL, RANCHI/ JHARKHAND (From June 2023 onwards working Continuously).

To Coordinate with Lab, To dispatch Reports to the patients, To maintain Register, Proper handling of Reports, To maintain The proper Excel Sheets, To give proper information to the patients , To take a proper follow up of Reports and other queries of the patients.

Presently working as an IPD co-ordinator having IPD Co-ordinator roles.

- * Patient Flow Co-ordination.
- * Patient Admission and Discharge.
- * Documentation and Record Keeping.
- * Billing and Insurance Management.
- * Patient Care Co-ordination.
- * Administrative Task.

INTERNSHIP EXPERIENCE

ILS Hospital, Dumdum/ Kolkata. (02 month internship)

Worked as an Coordinator in out Patient Department.

Taken Patients feed back.

Follow up patients.

To give proper response to the patient according to their quires.

Taken appointments of the patients.

Maintained proper Datas, Documents and Register.

SAGAR DUTTA MEDICAL COLLEGE & HOSPITAL, KOLKATA (01 month internship)

Worked as a Coordinator in IPD

Handling Discharge of the Patients

Handling any death cases of the patients

Handling Referrals and RTA cases.

Managing the admission and care of patients staying in Hospital.

Handling Patients registration, bed assignments and ensure a comfortable stay for patients.

ACHIEVEMENTS

participated in first International Conference On Contemporary Advances in Innovative & Applicable Information Technology held on March 24-25, Year 2018, at Kolkata.

PERSONAL SKILLS

Honesty

Team Sprit

Accepting Challenge

Team Work

Good Communication

Leadership Quality

Creativity

TECHNICAL SKILLS

Computer Skills – MS OFFICE

Computer Certificate in BASICS

PERSONAL DETAILS

Date of Birth	:	27 th June 1998
Father's Name	:	Mr. Tapan Kumar Chatterjee
Mother's Name	:	Mrs. Kakoli Chatterjee
Gender	:	Male
Married Status	:	Unmarried
Nationality	:	Indian
Language Known	:	Bengali, Hindi, English
Hobbies	:	Playing Cricket & Football, Travelling & Adventures, Painting

DECLARATION

I do hereby declared that all statement are given herein above are True. Complete and Correct to the best of my Knowledge.

Date :

Place : Ranchi



Signature