

SUMMARY

Experienced HR professional with 1 years of administrator experience. Demonstrated skills in managing records, responding to employee questions and providing operational support. Passionate about database management and working with new hires to ensure effective onboarding.

EDUCATION

R K University

Bachelor of medical radiology and imagine technology
June - 2020

Saurashtra University

Post Graduate Diploma in Hospital Management
April -2024

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

PROFESSIONAL EXPERIENCE

Shreeji Imagine Centre

June -2020 To July - 2021

Radiographer
As a CT and MRI technician

R K University

October-2022 To April -2024

Teaching Assistant
Program Co-Ordinator of B.Sc.MRIT
Exam Co-Ordinator of B.Sc.MRIT

Aarogyam Hospital Rajkot

April-2024 To Till now

HR HEAD & HR ADMINISTRATOR at Aarogyam Hospital Rajkot