

Curriculum Vitae
of
KINGSHUK CHATTOPADHYAY



EDUCATIONAL QUALIFICATION:

- Completed **2 years Master's degree** in **Hospital Administration** from **Maulana Abul Kalam Azad University of Technology** in the year **2022**.
- Completed **2 years Master's degree** in **Business Administration** (Operation & Finance) from **Kanpur University** in the year **2017**.
- Completed **3 years Bachelor's degree** in **Hospital Management** from **Durgapur Society of Management Science**, affiliated by **West Bengal University of Technology** in the year **2013**.
- Completed **Higher Secondary Examination** in the year **2009** from **Banashuria High School**, affiliated to **West Bengal Council Of Higher Secondary Education**.
- Completed **Madhyamik Examination** in the year **2007** from **Kusthalia High School**, affiliated by **West Bengal Board of Secondary Education**.

INDUSTRIAL EXPOSURE:

- Working at **Dr.Prabhat Memorial Hiramati Hospital,Patna** as a **Manager Operations** from **01/07/2023** and still now continue my job.
- Working at **IQ CITY MEDICAL COLLEGE HOSPITAL,Durgapur** as a **SR.Operations Executive** 21/12/2020 to 30/06/2023.
- Working at **Medica super specialty hospital, Kolkata** as a **Executive uder cardiology Services & clinical research department** from 15/04/2019 to 16/12/2020.
- Working at **The Apollo Clinic, Durgapur** as **Clinic in-charge** from 01/03/2018 to 15/03/2019.
- Worked at **The Mission Hospital, Durgapur**, as a **CRA in front Office Department** from **13/08/2013** to **31/01/2018**.
- Worked as an **intern** at **The Mission Hospital, Durgapur**, in the **Front Office** for **10 weeks**.

WORKING EXPERIENCE:

- Having experience in **OPD , IPD Billing and Admission.**
- Having experience as a **OPD,IPD(General Ward,ICU,RICU,CCU,ITU, NICU,PICU,ISO-ICU,HDU etc.)and Emergency Co-ordinator.**
- Worked in **Radiology desk.**
- Worked in the **Dialysis unit.**
- Worked in **Central Appointment** department,
(To providing appointment to the patient for OPD consultancy , providing details information regarding Doctors, Corporate Rates, executive health check up packages ETC).
- Worked in Report dispatch in **IPD** as well as **OPD.**
- Worked in **Cardiology clinical research** department.
- Trained in **GCP.**
- Having experience in case report from fill up.
- Having experience in E-CRF fill up.
- Having experience in patient handling.
- To follow up with clinical research study patients.
- Coordinating with different pharmaceutical company for research related work.
- Knowledge of **HIMS (Hospital Information Management System).**
- Deal with the VIP patients (Relatives of Directors, Higher Level Officers, Politicians etc).Arrange the Emergency OT at night & also solve their problems (like money problem during admission, OT Permission, arrange Doctor, Anesthesia, OT Technician& Nursing Staff etc).
- Monitoring the Discharge process (Discharge Summery, Medicine returns & Final Billing, Diet Chart etc).
- Trained the new Employs and Trainee (who came from many Colleges).
- Having experience in **Swasthya sathi desk**(pre-Registration before admission, after Registration, Blocking, Pre-Auth upload, Unblock, Discharge, Final Document upload etc).
- Having experience in M.O.D and As a team leader of Operation IP team.
- Having experience in **Manage Health Services, Strategic Planning, Stock Audit,Data Analysis, Managing Staff, Maintaining Financial Stability, Purchasing Equipment, Assessing Problems, Managing Policy, Communication with patient.**

LANGUAGES KNOWN

- English, Hindi, Bengali.

EXTRA CURRICULA ACTIVITIES:

- Completed Training in First-Aid in school level.

SPORTS ACTIVITIES:

- Participated in High Jump in School level.

ACHIEVEMENT:

- SECURED 3rd POSITION.

COMPUTER SKILLS:

- BASIC FUNDAMENTAL & MS OFFICE.

HOBBIES:

- Playing Cricket.

PASTIME:

- Listening to music.

PERSONAL DETAILS:

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Pin No-722133 ,West Bengal .

Date of Birth: 1st February 1992.

Signature

KingshukChattopadhyay