

OBJECTIVE

Detail-oriented and highly organized hospital administrator with expertise in orthopaedics co-ordination, medical record management and healthcare quality assurance. Proficient in overseeing patient documentation, ensuring compliance with regulatory standards, and implementing quality improvement initiatives to enhance healthcare efficiency and patient satisfaction.

EDUCATIONAL / QUALIFICATIONS

College/School	Degree/ Class	CGPA (%)	Year
Uttaranchal University, Prem Nagar, Dehradun, Uttarakhand	Masters of Hospital Administration	8.37 cgpa	2025
Mahatma Gandhi Kashi Vidyapeeth, Varanasi	Bachelor of Arts	64.38%	2022
Sanatan Dharm Inter College, Varanasi	Class XII – Board of High School and Intermediate Education Uttar Pradesh	69.4%	2019
Sanatan Dharm Inter College, Varanasi	Class X – Board of High School and Intermediate Education Uttar Pradesh	75.16%	2017

PROFESSIONAL EXPERIENCE

Sales Executive – Darshika Orthocare, Varanasi | Oct 2021 – Oct 2022

This Dealership company deals in international orthopaedic implants and products (STRYKER, ZIMMER, TRAUSON, BIO-COMPOSITE, NEBULA)

- Sales of orthopaedic implants
- OT assistance
- Management of Paper works in Branch office

INTERNSHIPS

Community Health Centre, Sahaspur, Dehradun, Uttarakhand (Intern-Hospital Administration) | Nov 21, 2024 – Jan 13, 2025

- Successfully completed a 45-day clinical posting at CHC Sahaspur, Dehradun.
- Engaged in primary healthcare delivery, patient interaction, and community health awareness programs.
- Gained practical exposure to rural healthcare systems and public health management strategies.

Max Super Speciality Hospital, Dehradun, Uttarakhand (Intern – Hospital Operations) | July 1, 2024 – August 15, 2024

- Completed a structured 45 days internship program in the Department of Hospital Medical Records and Operations.
- Gained hands-on experience in operational workflows, patient services, and healthcare management practices.
- Worked under the guidance of experienced healthcare professionals to understand hospital administration processes.

Primary Health Centre, Majra, Dehradun, Uttarakhand (Intern-Hospital Administration) | 8 June, 2024 – 29 June, 2024

- Completed a short-term internship focusing on maternal and child healthcare services.
- Observed healthcare delivery processes in a Public Private Partnership setting.
- Gained exposure to maternal health protocols, immunization programs, and patient counselling practices.

PROFESSIONAL SKILLS

Healthcare Management, Medical records Management, Leadership and Team Management, Healthcare Policy Knowledge, Strategic Planning, Problem solving & Decision-Making skill; Patient Relations, Adaptability, Hospital Operations & Workflow Optimization, Healthcare Analytics skill, Microsoft Office

ACADEMIC DISSERTATION

Title: “The Role of Hospital Administrator in Facility Management to Enhance the Care of Patients in the Hospital from Patients’ Perspective”

- Conducted original research on factors affecting patient satisfaction in hospital settings.
- Analysed service quality, staff behaviour, communication, and infrastructure through patient surveys and interviews.
- Proposed practical strategies for improving healthcare facilities based on empirical findings.
- Focused on both public and private hospital frameworks, comparing best practices.
- Demonstrated the role of hospital administrators as central figures in enhancing patient experience through effective facility planning and complaint redressal mechanisms.

Topic: “An Observational Study to Analyse Challenges in Biomedical Waste Disposal in Urban Sub-Centre, Dehradun”

- Performed direct observations and semi-structured interviews with healthcare staff to evaluate waste segregation, storage, and disposal practices.
- Identified infrastructure gaps, training needs, and policy limitations in biomedical waste handling based on field data collected from Dehradun urban sub-centres.
- Explored policy frameworks, challenges, and innovative models to strengthen rural health delivery mechanisms.

PUBLICATIONS AND PAPER PRESENTATIONS

“Role of Hospital Administrator in Medical and Clinical Operations in The Hospital”, Published in International Journal of Pharmaceutical Science, 2024, Vol 2, Issue 12, 1957-1961 14 Dec. 2024

“Role Of Hospital Administrator on Data Quality and Compliance in Medical Records” Published in International Journal of Research Publication and Reviews, Vol 6, Issue 5, pp 18302-18309 May 2025

ACADEMIC AND CO-CURRICULAR ACHIEVEMENTS

- Secured 3rd Position in **District Level Talent Search Exam “Chitranjan Gyan Anveshi Competition-2013.**
- Secured **1st Position in Swimming** at the **Varanasi Swimming Club** in 2014, showcasing strength, discipline, and competitive excellence.

CERTIFICATIONS

- Effective Documentation and Hospital Management Training**
Parshiya Academy — April 2025 (Certificate No.: PA2025004)
Completed a 1-month intensive training program focused on effective healthcare documentation practices and hospital management strategies.

CONFERENCES/WORKSHOPS

- Workshop on Water Education and Conservation in the Himalayan Context**
Uttaranchal University, Dehradun | December 29, 2024
Participated in a one-day workshop organized by Uttarakhand Uthan Parishad in collaboration with UCOST (Uttarakhand State Council for Science and Technology). The workshop emphasized sustainable water practices, conservation strategies, and the importance of water education in the ecologically sensitive Himalayan region.
- Operational Excellence Using Quality Tools in Healthcare**
Amity University & CAHOCON | April 4, 2025
Completed a specialized program focused on implementing quality tools and methodologies such as Six Sigma, Lean, and Root Cause Analysis to drive operational excellence and improve patient care outcomes in the healthcare sector.

- **Bridging the Gap: Culturally Responsive Mental Health Interventions**

Parul University | April 2025

Participated in a global workshop organized as part of Global Public Health Week (GPHW) 2025, featured on the platform of the World Federation of Public Health Associations (WFPHA). The session focused on culturally sensitive mental health strategies aimed at improving inclusivity, communication, and effectiveness in public health and clinical settings.

OTHER DETAILS

Language Proficiency: English, Hindi, Bhojpuri.

Interests: Traveling and exploring diverse cultures and cuisines, Trekking, Adventure Sports, Microsoft Office.

Hobbies: Bike Riding, Swimming, skill development, Volunteering, Learning new languages.

REFERENCES

- Mr. Shiv Shankar Tiwari, Professor, Uttarakhand University (Uttarakhand College of Health Sciences), Dehradun, Uttarakhand. Contact No: +91 6395893171
- Mr. Vivek Pandey, Territorial sales Manager, Stryker (Trauson), Gurgaon, Haryana. Contact No: +91 7524936907