

DEEP MILIND BHAGAT

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SUMMARY

A highly motivated and accomplished graduate with first class distinction. Currently administration with a strong foundation with both Biotechnology and Healthcare Administration to contribute effectively in a dynamic healthcare environment.

WORK EXPERIENCE

Human Resources and Opreion Department - Intern 27 Jan,2025 - 31 July,2025
Midas Multi-speciality Hospital, Parsodi, Nagpur

HR Department 27 Jan,2025 - 31 March,2025

- Assisted in recruitment process by coordinating interviews.
- Managed employee records and documents.
- Maintained attendance records.
- Ensured new staff have access to equipment and logiin credentials.
- Managed employee's exit process such as IDs and final documents.

In- Patient Department (IPD) Coordinator 1 April,2025 - 31 July,2025

- Manage patient's admission, discharge and transfer.
- Coordinate with doctors, nurses and other staff for patient's care.
- Handle patient's documents, records and files.
- Ensure timely updates to patient's families.
- Ensure proper communication between departments.

Internship - Acharya Vinoba Bhave Rural Hospital, Sawangi (Meghe), Wardha
Student trainee under administrative officer in different departments.

EDUCATIONAL QUALIFICATION

Masters in Hospital Administration (MHA) 2023 - 2025
Datta Meghe Institute of Higher Education and Research
Sawangi (Meghe), Wardha

Bachelor of Science in Biotechnology 2019 - 2022
New Arts Commerce and Science College, Wardha
Secured 66.48%.

CERTIFICATES

MS-CIT certificate
Coursera- Fundamental of Marketing Strategy
Organization design: Know your organization
Healthcare Data Models
Leading Healthcare Quality and Safety

PROJECTS

- Assessment of Credentialing and Privileging Processes as per NABH Standards of Midas Multi-speciality Hospital Pvt.Ltd.
 - Standard precautions compliance on Infection Control and Prevention Policy among Healthcare workers in Tertiary Care Hospital.
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SKILLS

- Problem solving
 - Critical thinking
 - Adaptability
 - Leadership and Team management
 - Communication and Interpersonal skills
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LANGUAGE

- Marathi
 - Hindi
 - English
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DECLARATION

I hereby declare that all the above given information is true and accurate to the best of my knowledge and belief. I understand that any false information may lead to disqualification from the selection process.

Date:

Place:

Signature:

Mr. Deep Milind Bhagat