

POONAM ROHIT JAGE

G-403, Iscon Habitat,
Near Vedant Villa, Ankodiya
Laxmipura Road, Gotri, Vadodara
Mobile: +91 9930588437
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Objectives:

To obtain a challenging and demanding job in a company where in I can utilize and further enhance my knowledge and skills. It has been my ambition to join a company that is driven to excellence and promotes professional development.

Personal Details:

Date of Birth	: 2nd February 1983
Father's Name	: Chandrakant Vikam
Religion	: Hindu
Nationality	: Indian
Marital Status	: Married
Language Known	: English, Hindi, Marathi, Gujarati and Kutchi

Professional Qualification:

- 1) SSC
Maharashtra Board – Mumbai Year - 1998
- 2) HSC
Maharashtra Board – Mumbai Year - 2000
- 3) B.H.M.S
Nasik Board – Nasik Year – 2007
- 4) Diploma of Cosmetology – Tulip International – Year 2010
- 5) Diploma of Tricology – Tulip International – Year 2010
- 6) Diploma of Skin Aesthetics – Tulip International – Year 2010
- 7) Post Graduate Diploma in Clinical Research
From ACE (Academy for Clinical Excellence) – Mumbai Year 2013

Work Experience:

1) Worked in ICCU of **Risk Care Hospital, Thane.**

Designation: Residential Medical Officer.

Duration: From March 2006 to Jan 2008.

Responsibilities:

Worked as Residential Medical Officer in Risk Care Hospital and ICCU as ICCU in charge. (Procedures known: Emergency Cardio-Respiratory Resuscitation with emergency Intubation with Ventilator Care).

2) Worked in Admin Division of **Risk Care Hospital, Thane.**

Designation: Hospital Administrator cum Mediclaim Officer.

Duration: From Feb 2008 to Dec 2010.

Responsibilities:

- Looking after hospital medical aspects.
- MEDICLAIM OFFICER: Coordinating with TPA's, making cashless Facilities avail to patients.
- Arranging CME for the Hospital.
- STAFF In charge: Appointing new staff, solving their problems, monthly salary distribution.
- ACCOUNTS of the Hospital.
- RMO in Charge: Appointing new RMO'S, adjusting their duties, solving their problems.

3) Worked as a General Practitioner (Self Employed).

Designation: Owner.

Duration: From Feb 2008 to April 2012.

Responsibilities:

- Weight Loss & Gain.
- Skin Peel & Acne.

- Skin De-Pigmentation, under eye dark circle, Derma Roller, Laser Facial.
- Hair fall/Anti dandruff, Premature Greying, Keratin & Protein therapy, Volume enhancing therapy.
- Laser Hair reduction.
- Diet Consultation.

4) Worked in **Prakruti Hospital, Kalwa.**

Designation: Clinical Assistant.

Duration: From May 2012 to May 2014.

5) Worked at **M/S Neural IT, Airoli.** Neural IT offer an extensive array of services that can help your company to optimize your efficiency and better augment different sectors or departments within your organization. They are an ISO 27001:2005 certified and HIPAA compliant firm, and our services range from being oriented toward human resources tasks to complicated IT tasks. In fact, some of the many types of services they offer include medical records retrieval, medical records tagging, medical transcription, medical malpractice review, legal drafting, litigation support, data migration and mobile app development.

Designation: Medical Writer.

Duration: 19TH May 2014 to 8th May 2015.

Responsibilities Handled:

- Reviewing of Medical Reports.
- Assigning work to the team members.
- Responsible for on time delivery of the work.
- Looking after the Quality check of the work done by the Team members.
- Training and Development of team members.

Designation: Medical Writer (Work from Home).

Duration: May 2015 to April 2017.

6) Worked as a General Practitioner (Self Employed).

Designation: Owner.

Duration: From July 2017 till date.

Honors & Activities:

- C H S and C G O from Pune University.
- Skin Aesthetics from Tulip International.
- Cosmetology from Tulip International.
- Trichology from Tulip International.
- Attended workshop for Weight Loss Techniques.
- Well acquainted with operating systems of Windows.