

# Curriculum Vitae

**Name:**

PRATIK AMRUTLAL MANDALIYA

**Address:**

RatanparRoad,  
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## Summary

Currently Working in HIMALAYA CANCER HOSPITAL & RESEARCH CENTRE as a General Admin & PMJAY Incharge. Having total 7+ Years of Experience as a District Co-ordinator in PMJAY, MAA & MAV Scheme and 1 YEAR Experience as a General Admin & PMJAY Incharge in Cancer Unit.

## Career Achievement

To work in a dynamic environment that provide me a wide spectrum of experience and exposure to bring a dynamic and versatile portfolio of skills at workplace and to serve the organization with positive attitude and efficiency .

## Education

| Degree            | College/School                     | University/Board             | Year         | Percentage                |
|-------------------|------------------------------------|------------------------------|--------------|---------------------------|
| MBA<br>(Hospital) | D.Y.Patil                          | D.Y.Patil University, Pune   | JULY-2023    | <b>8.25 GPA (A Grade)</b> |
| B.Com             | Saurashtra University              | Saurashtra University Rajkot | MAR-APR 2012 | <b>45.86%</b>             |
| H.S.C             | Navyug Vidhyalay Porbandar         | GHSEB, Gandhinagar           | MAR-APR 2005 | <b>48.67%</b>             |
| S.S.C             | Swaminarayan High School Porbandar | GSEB,Gandhinagar             | MAR-APR 2003 | <b>52.71%</b>             |

## Computer Proficiency

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- Working knowledge of Windows 2007,2008 & 2010. Office2012,2013

## Experience

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### o **HIMALAYA CANCER HOSPITAL & RESEARCH CENTRE, VADAL, JUNAGADH.**

Role : General Admin & PMJAY Incharge

Duration : (From May-2025 to Till date).

- **Successfully recovered approximately INR 17 Lakhs in stuck, erroneous and delayed insurance claims within one year (May 2025 to April 2026).**
- **Managed and justified complex clinical documentation for oncology chemotherapy cycles, ensuring 100% portal compliance.**
- Managing Correspondence (Emails, Phone calls, Visitors).
- Organizing Files & Records.
- Supervised daily hospital operations. Including housekeeping, security and front-office staff to ensure high-quality patient experience.
- Maintaining Internal Communication Flow
- Handling scheduling and logistics.
- Liaison and Coordination.
- Beneficiary assistance.
- Supervision of PMJAY Scheme (Erroneous Claim, Claim Query, Pre-auth Query).
- Documents Verification Of PMJAY Claim file
- Generate Billing Of Discharged Beneficiary.
- Compliance (Ensuring the hospital's operations are in line with the scheme's rules and regulations, especially regarding cashless and paperless transactions).

### o **MD India Health Insurance TPA, Porbandar.**

Role : District Co-ordinator (MA/MAV & PMJAY)

Duration : (From Jul-2023 to April-2025).

- **Best employee of the month (Feb 2024)**
- Collect On Bed Patient's Feedback.
- Preparing monthly report.
- Preparing patient's success stories.
- Co-ordinator with hospital staff regarding software issue or claim issue.
- Home visit Of Patients.
- New empanelment hospital Audit
- Co-ordinator with Higher Authority or Govt. Authority regarding patients issue and submit patient's data.
- Attained DGRC & other District Level Meetings.
- Software Training Of PHC, CHC & Empanel hospital operator.
- Guide Patient's Regarding empanel hospital & treatment under scheme.
- Online data management
- PHC, CHC, DH & SDH Visit

### o **Family Health Plan Insurance TPA, Porbandar.**

Role : District Co-ordinator (MA/MAV & PMJAY)

Duration : (From Aug-2022 to Jul-2023).

- Collect On Bed Patient's Feedback.
- Preparing monthly report.
- Preparing patient's success stories.
- Co-ordinator with hospital staff regarding software issue or claim issue.
- Home visit Of Patients.
- New empanelment hospital Audit
- Co-ordinator with Higher Authority or Govt. Authority regarding patients issue and submit patient's data.
- Attained DGRC & other District Level Meetings.
- Software Training of PHC, CHC & Empanel hospital operator.
- Guide Patient's Regarding empanel hospital & treatment under scheme.
- Online data management
- PHC, CHC, DH & SDH Visit

o **Medsave Health Insurance TPA, Porbandar.**

Role : District Co-ordinator (MA/MAV & PMJAY)

Duration : 1Year (From July-2021 to July-2022).

- Collect On Bed Patient's Feedback.
- Preparing monthly report.
- Preparing patient's success stories.
- Co-ordinator with hospital staff regarding software issue or claim issue.
- Home visit Of Patients.
- New empanelment hospital Audit
- Co-ordinator with Higher Authority or Govt. Authority regarding patients issue and submit patient's data.
- Attained DGRC & other District Level Meetings.
- Software Training Of PHC, CHC & Empanel hospital operator.
- Guide Patient's Regarding empanel hospital & treatment under scheme.
- Online data management
- PHC, CHC, DH & SDH Visit

o **MD India Health Insurance TPA, Porbandar. Role :**

District Co-ordinator (MA/MAV & PMJAY)

Duration : 2Years (January-2019 to June-2021).

- Collect On Bed Patient's Feedback.
- Preparing monthly report.
- Preparing patient's success stories.
- Co-ordinator with hospital staff regarding software issue or claim issue.
- Home visit Of Patients.
- New empanelment hospital Audit
- Co-ordinator with Higher Authority or Govt. Authority regarding patients issue and submit patient's data.
- Attained DGRC & other District Level Meetings.
- Software Training Of PHC, CHC & Empanel hospital operator.
- Guide Patient's Regarding empanel hospital & treatment under scheme.
- Online data management
- PHC, CHC, DH & SDH Visit

o **MDIndia Health Networx PVT LTD, Porbandar/Devbhumi Dwraka.**

Role : District Co-ordinator (MA/MAV & PMJAY)

Duration : 1 Year 6 Months (July-2017 to December-2018).

- Collect On Bed Patient's Feedback.
- Preparing monthly report.
- Preparing patient's success stories.
- Co-ordinator with hospital staff regarding software issue or claim issue.
- Home visit Of Patients.
- New empanelment hospital Audit
- Co-ordinator with Higher Authority or Govt. Authority regarding patients issue and submit patient's data.
- Attained DGRC & other District Level Meetings.
- Software Training of PHC, CHC & Empanel hospital operator.
- Guide Patient's Regarding empanel hospital & treatment under scheme.
- Online data management
- PHC, CHC, DH & SDH Visit

o **MDIndia Health Networx PVT LTD, Jamnagar.**

Role : Arogya Mitra (MA & MAV)

Duration : 1Year 11 Months (Aug-2015 to June-2017).

- Collect On Bed Patient's Feedback.
- Preparing monthly report.
- Preparing patient's success stories.
- Co-ordinator with hospital staff regarding software issue or claim issue.
- Home visit Of Patients.
- New empanelment hospital Audit
- Co-ordinator with Higher Authority or Govt. Authority regarding patients issue and submit patient's data.
- Attained DGRC & other District Level Meetings.
- Software Training of PHC, CHC & Empanel hospital operator.
- Guide Patient's Regarding empanel hospital & treatment under scheme.
- Online data management
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**Personal Information**

- **Name** : Pratik A Mandaliya
- **DOB** : 22-06-1988
- **Gender** : Male
- **Marital Status** : Un-married
- **Nationality** : Indian
- **Permanent Address:** Ratanpar Road, B/H Bhadarai Pan, Navapara-Chhaya  
Tahesil:Porbandar Dist:Porbandar, Pin: 360575
- **Contact Number** : +919601707673
- **Languages Known:** English, Gujarati & Hindi
- **Interest** : Travelling, Playing Games, Cooking

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**Declaration**

I here by declare that the above written particulars are true to the best of my knowledge and belief.

(Pratik Mandaliya)