



DR. YOGESH TRIVEDI

CONTACT

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SKILLS

- Project Coordination
- Process Improvement
- Quality Assurance
- Customer Engagement
- Customer Service
- Problem Solving
- Team Collaboration
- Calm Under Pressure
- Computer Skills

PROFESSIONAL SUMMARY

Dedicated healthcare professional with extensive experience in customer service and team collaboration. Skilled in innovative problem-solving and leadership, creating supportive environments that enhance patient satisfaction. Committed to taking on new challenges while demonstrating strong work ethic, adaptability, and exceptional interpersonal skills.

WORK HISTORY

Administrator 02/2023 to Current
Navratna Multispeciality Hospital - Dhariyawad

- Managed daily administrative tasks to ensure operational efficiency.
- Completed day-to-day duties accurately and efficiently.
- Collaborated closely with team members to meet objectives.
- Supported and guided colleagues to foster a collaborative work environment.
- Proposed innovative ideas and solutions that improved team performance.
- Resolved customer issues with friendly service, enhancing overall satisfaction.

Private General Practice 09/2020 to 02/2023
Private Clinic - Semari

- Self-motivated, with a strong sense of personal responsibility.
- Worked effectively in fast-paced environments.
- Skilled at working independently and collaboratively in a team environment.
- Proven ability to learn quickly and adapt to new situations.

EDUCATION

MBA, Health Care Administration 07/2025 (Expected)
Parul University - Vadodara

BAMS, Ayurvedic Medicine
DRSRR Ayurved University - Jodhpur

FELLOWSHIP, COSMETICS, AESTHETIC LASERS, TRICHOLOGY 06/2022
COSDERMA INSTITUTE OF COSMETOLOGY, MUMBAI, MAHARASHTRA