**CURRICULAM VITAE**

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| **Dr. Ajay Kumar**22/415, Nehru parkBahadurgarh – 1245079896461515, 7042863366drajaysabharwal@gmail.com |
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**Objective**

To obtain a management position with an organization where I can use my skills and experience to develop cross-departmental solutions, lead and improve operations, increase profitability and enhance growth.

**Educational Qualification:**

* **2011-2013:** Passed PGDHHM from IIHMR, New Delhi.
* **2004-2010:** Passed BDS from M.M.College of Dental Sciences and Research, Mullana (Ambala), Haryana.
* **2003-2004:** Passed 12th standard under HBSE from S.M.Hindu Sr. Sec. School, Sonipat, Haryana.
* **2001-2002:** Passed 10th standard under HBSE from Adarsh High School, Bahadurgarh, Haryana.

**EXPERIENCE:**

 **SRI BALA JI ACTION MEDICAL INSTITUTE Nov 2015 - Present**

ADMINISTRATIVE OFFICER

* To carry out duties of AMS during evening and night shift.
* Worked as floor administrator of south wing third floor.
* To complete work and duties assigned by medical supritandant

 **Hansa Devi Charitable Clinic Nov 2011 – DEC 2013**

Dentist (Dental Surgeon)

* Worked as junior dental surgeon.

**Sharak Health Care Pvt. Ltd. (Raksha Tpa) Feb 2011 – July 2011**

Medical Advisor for Mediclaims

* Have experience of working in both reimbursement as well as cashless type of claim department.

**Hansa Devi Charitable Clinic March 2010 – Jan 2011**

Dentist (Dental Surgeon)

* Handled the responsibilities of assisting management of dental clinic along with daily patient care procedures.
* Performed all general dental procedures & extractions on day to day patients.
* Responsible for developing dental care awareness programs.

**M.M. College of dental science & research July 2009 – July 2010**

Internship from M.M. College of Dental Sciences and Research, Ambala, Haryana

* Provided and managed direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for a specified patient population.
* Prescribe pharmaceuticals and medications and treatment regimens as appropriate to assessed medical conditions.
* Conducted community dentistry camps with active involvement in awareness camps within and outside the Dental College.

 **Trainings and dissertations**

* Summer training from Sri Balaji Action Medical Institute on “**TIME MOTION STUDY ON PATIENT DISCHARGE PROCESS OF SOUTH WING THIRD FLOOR.”**
* Final Dissertation from Life Care Group of Hospitals on **“PATIENT SATISFACTION TOWARDS OUT PATIENT & INPATIENT DEPARTMENT SERVICES”**

 **Area of Interest**

* Health insurance
* Operations
* Patient care
* Dentistry

**Achievements & Recognition**

* Participated and organised various cultural events during college time.

**Extra Curricular Activities**

* Active member of organising committee at M.M.College of Dental Sciences and Research, Ambala.
* Participated in many cultural & management events during school & college time as an organiser.

**Personal Details**

**Date of Birth :** November 14, 1984

**Gender :** Male

**Marital Status :**  Married

**Permanent Address :**  22/415, Nehru Park, Bahadurgarh (Hr)