**BHANUPRIYA**

**Mobile: 8800486181 E-mail: bhanu.priyacool@gmail.com**

**Objective**

**To grow along with the growth of organization by making the best use of my skills , ability and strive hard to come up to the organization’s expectations.**

 **Coordinator Summary**

* **A dynamic professional with nearly 1+ years of extensive experience in Healthcare Services & Operations.**
* **Currently working for Max Super Speciality Hospital as Patient Care Coordinator.**
* **Assists in maintaining and providing a clean, safe environment.**
* **Effective communication, organizational & interpersonal skills & possess expertise in working in highly competitive environments.**

**Academic credentials**

* **Graduation (BCA) from IGNOU.**
* **Certificate in COPA from INDUSTRIAL TRAINING ISTITUTE.**
* **Certificate in TALLY from SEWA INSITUTE.**
* **12th from CBSE BOARD.**
* **1**0TH from CBSE BOARD.
* **Good command over commonly used Business Software like HIS, Tele Medicine, TMS, QMS etc.**

**Career Contour**

**Since JAN 2015 with Max Healthcare Ltd., as Patient Care Coordinator.**

 **It is a Super Speciality Hospital with the vision – To be one of India’s most admired Corporate for service excellence.**

**Accountabilities**

* **Increase productivity through superior patient & prior department experience.**
* **Maintained new referral tracking system that improved patient care identified & resolves problems or delay in patient treatment.**
* **Maintained Data & Analyst of data includes OPD Allocated Hours, TNI & Daily Summary Report includes No. of OPD, New registrations, no. of credit bills, cash & credit revenue, Total no. of bills generated, total no. of consultations & Discount report.**
* **Improve the operational systems, process & policies in support of organizations mission & support better management reporting, information flow, business process & organizational planning.**
* **Play a significant role in short term planning, including an initiative geared towards**

 **Operational excellences.**

* **Supervise and coach team members on a weekly basis.**
* **Drive initiatives in the management team & organizationally that contributes to long term operational activities.**
* **Rewarded From Star of the Year Award & Billing champ Also.**

**Jan 14 To Dec 14 – Khadi Gram Udyog, as Cashier.**

**It’s a Khadi Brand of Govt.**

**Jan 11 Dec 13 –Sewa Org as a Data Entry Operator .**

**Personal dossier**

**Hobbies : Reading Books & Making Friends**

**Languages Known : English & Hindi**

**Father name : Mr. Inderjeet Singh**

**Date of birth : June 9 1990**

**Address : H. No. 64/A St No 6 New Usmanpur First Pushta Delhi-110053**

**I certify that the above information are correct in the best of my knowledge.**

 **Place: \_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_ (Bhanupriya)**