**Dr. Parul Mendiratta**

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B-2/146 Janakpuri,

New Delhi-110058

+91-9717769665

**A Goal driven, compassionate and an accountable Healthcare professional with an aim to obtain a position with dynamic and progressive organization that can enhance my working capacities & professional skills.**

**SKILLS & COMPETENCIES**

* Proven track record of facilitating support services and managing fast paced office operations.
* Adaptable administrator accustomed to integration of new health care delivery systems, comprehensive problem solving ability, restructuring of work and maintaining high levels of efficiency and productivity.
* Written and Oral communication skills: Skilled at learning new concepts, communicating ideas clearly and effectively, interpersonal skills.
* Computer proficiency in Excel, MS Office and Internet based research skills-SPSS

**EDUCATIONAL QUALIFICATION**

* International Institute of Health Management Research(IIHMR), New Delhi, AICTE

PGDHHM(Post Graduate Diploma in Hospital and Health Management), 2012-2014

Cumulative G.P.A.-3.69

* Sri Ramachandra Medical College & Research Institute, Chennai, Tamil Nadu

B.D.S(Bachelor Of Dental Surgery),2005-2010(60 percent)

* Higher Secondary Certificate(12th)- Delhi Public School, Vasant Kunj, New Delhi(2005)(70 percent)
* Secondary School Certificate(10th)- Delhi Public School, Vasant Kunj, New Delhi(2003)(84 percent)

**PROFESSIONAL EXPERIENCE**

***Assisstant Administrative Officer***

June 2014 till present

**Sri Balaji Action Medical Institute**, New Delhi

**Responsibilities**:

* Plan, organize, control and coordinate day to day activities of the hospital to enhance and support a cohesive and efficient office environment
* Internal Audit and process improvement
* Ensuring implementation of all the protocols and policies
* Monitoring and Implementation of any new protocol
* Performing Gap Analysis for the Hospital in accordance with NABH guidelines and implementation of the processes to reduce non compliance
* Coordinate training programs regarding sensitization of QMS
* Acting as an interface between the higher authority and other employees in providing best healthcare solutions
* Ensuring that the hospital and its outlying units function effectively all the times
* Fostering the concept and practice of team management among all the staff members
* Keeping up with ever changing medical technology, government regulations, medical insurance benefits

**Member secretary of Morbidity and Mortality Audit Committee**

* Reviewing randomly selected death cases and analyzing the cause of morbidity of admitted patients
* To find out the cause and suggest appropriate corrective and preventive actions
* Formulating of policies and protocols related to patient care specifically end of life care
* Monitoring the implementation of suggested actions

***Dental Surgeon***

* **Shreya Dental & Gynae Kliniks, New Delhi**(April 2012-May 2013)
* **Rao Dental Hospital**(September 2011-April 2012)
* **Junior Resident** at **Sir Ganga Ram Hospital**(January 2011- August 2011)

**Responsibilities:**

* Performing all the clinical procedures
* Educate patients regarding preventive dental care, plaque control, causes and treatment of dental problems

**INTERNSHIPS & PROJECTS**

* Dissertation at  **Primus Superspeciality Hospital, New Delhi** from Feb 2014-Apr 2014

Project: “ A study on Medical Records Documentation in Compliance with **NABH** Guidelines in Primus Super Speciality Hospital”

* Summer training at **BL Kapur Superspeciality Hospital, New Delhi** from 7th Apr 2013-6th June 2013

Project: “Attrition rate analysis of employees in BL Kapur Hospital”

* Study on “Contraceptive Practices in the Urban Slums of Dwarka, New Delhi” at IIHMR, Dwarka
* Live Project on “ Market Entry Strategy for Natural Pain Relieving Gel in Delhi and NCR Region” organized by **Dalmia Healthcare** Limited, New Delhi
* Cancer Mobile Application Training for ANM in Punjab, HISP India(November 2013)
* Dental Internship at **Sri Ramachandra Medical College & RI, Chennai** from Nov 2009-Dec 2010

**CONFERENCES ATTENDED**

* Attended SASH 2013- National Conference on Safe and Sustainable Hospital, New Delhi.
* Attended the 8th National Quality Conclave 2013 on ‘Creating Value through Quality at Grassroots’ in New Delhi

**EXTRA-CURRICULAR ACTIVITIES**

* Participated in Rahgiri walk for “Diabetes Awareness” from Sri Balaji Action Hospital
* Participated and won the throw ball at IIHMR, New Delh.
* Participated in the interschool swimming competitions
* Volunteered in several dental camps
* Done screening and treatment for the patients in public health centers
* Attended rally for anti tobacco day

**PERSONAL DETAILS**

Date of birth: 10/05/1987

Marital Status: Unmarried

Language Proficiency: English and Hindi

Father’s Name: Late Sh. Rajiv Mendiratta

Mother’s Name: Mrs. Simmi Mendiratta

Contact Number: +91-9717769665