**Dr.Tanu Goyal**

Mobile- 9899286505

Email- drtanu\_goyal@yahoo.in

**CAREER OBJECTIVE:**
To be part of a work culture that provides me the opportunity to put my skills to its best use and in turn assist me in my personal development.

**ACADEMIC QUALIFICATION –**

-Executive MBA in healthcare in 2015.

-Fellowship in Diabetes (ongoing).

-PG Diploma in Hospital Administration in 2014.

 -MBBS from Santosh Medical College, Ghaziabad (passed in 2011)

 Affiliated from Ch.Charan Singh University, Meerut

 (No. of attempts in all Professional examination-one)
-High School passed from Bal Bhavan Public School in year 2003.

-Intermediate passed from Bal Bhavan Public School in year 2005.

**KEY QUALIFICATIONS**
-Nearly 3 years of experience in long-term and acute care.
- Hands on experience in nurturing patient relationships to encourage patient retention.

- Ability to work in a Team efficiently.

-Good Minor Surgical skills, suturing.

-Good Communication skills (Verbal) to help patients during treatment.

**WORK EXPERIENCE:**
CURRENT-

NAME OF HOSPITAL: Indraprastha Apollo Hospitals, Delhi

DESIGNATION- ICU Clinical Care Coordinator (Hospital Administration)

DURATION: May 2014 to present

JOB PROFILE:

-Managing any administrative problems that arise.

-Attending all the queries of patients and their attendants.

-Taking the detailed round of assigned areas.

-Carrying out all the instructions given by seniors.

-Guiding the junior doctors and other junior staff.

-Checking the documentation work in assigned areas.

PAST-

NAME OF HOSPITAL**:** Virmani Hospital.
DESIGNATION**:** Resident
DURATION**:** August 2013 to April 2014
JOB PROFILE: Handling OPD patients.

- Diagnosing the disease as per the symptoms.

NAME OF HOSPITAL**:** Lal Bhadur Shastri Hospital.
DESIGNATION**:** Junior Resident in Pediatrics department.
DURATION**:** March 2013 to July 2013
JOB PROFILE**:** Handling OPD and IPD.
-Implementing national immunisation programmes.

-In case of emergency giving the basic treatment.
-Supervising health and family surveys.
-Implementing the national rural health mission and various government schemes.

-Assisting the senior doctor.

**PROFESSIONAL REGISTRATION** –

Registered with DELHI MEDICAL COUNCIL.

**EXPERIENCE:**
MBBS Completed with 1yr Rotatory Internship 2011-2012.

**STRENGTHS**-

- Self disciplined Polite, Helping Nature, and Flexible & Adaptable.
- Extremely Hard Working & Career Oriented.

-Good Public relations.

-Quick learner.

**EXTRA CURRICULAR ACTIVITY:**

-Got award in Poster Competition from Former Delhi CM Mrs.Sheila Dikshit.

-Participated and represented college at various Poster making Competition and Painting Competition.

-Participated in science seminars and workshops in school.

**PERSONAL INFORMATION**:

**Date of Birth**- 06-05-1987

**Address**- Mayur Vihar Phase-2, Delhi

**Languages Know**-English, Hindi
**Hobbies**- Reading, Listening to music, Writing stories and Painting.
**Social Activities**- Spent considerable amount of time with kids every week as part of school initiative.

**Extra skills** - Computer literate (Microsoft word, power point).