Email: [shalinisharma110041@gmail.com](mailto:shalinisharma110041@gmail.com) Contact: 09753162014

**Shalini Sharma**

**IN PURSUIT OF CAREER ENHANCING OPPORTUNITY IN HOSPITAL ADMINISTRATION/MANAGEMENT WITH THE ORGANIZATION OF HIGH REPUTE, WHERE I CAN APPLY MY SKILLS AND KNOWLEDGE.**

**CAREER OVERVIEW**

* A keen knowledge of Hospital Management by using Management tools.
* Efficient Knowledge about core concepts of NABH standards and Internal Auditing.
* Strong organization skills ability to coordinate the hospital staff by giving training and coordinating Quality Assurance team.
* Understanding of various managerial issues happen during general administration in hospital environment.

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| **QUALIFICATION** | **UNIVERSITY/BOARD** | **YEAR** |
| **Pursuing Post Graduate Diploma in Hospital & Healthcare Quality Management (PGDHHQM)** | **Symbiosis University, Pune** | **2016** |
| **Internal Audit Training Program on NABH** | **Six Sigma Star Healthcare Pvt. Ltd, New Delhi** | **2014** |
| **Bachelor of Hospital Management** | **Global Institute of Healthcare Management, New Delhi** | **Pursuing (Final Year)** |
| 12th (Medical Science) | CBSE Board | 2013 |
| 10th | CBSE Board | 2011 |

**ACADEMIC CREDENTIALS**

**EXPERIENCE**

* Currently working as HOSPITAL ADMINISTRATIVE in New Pandey Hospital, Hoshangabad, Madhya Pradesh from 1st of February, 2015. New Pandey Hospital is a 100 bedded multi-speciality hospital (Applied for NABH Accreditation).
* Currently acting as NABH Coordinator for various hospitals in Bhopal and Indore such as Divya ENT Advance Centre, Bhopal; Galaxy Hospital, Bhopal; Akash Hospital, Indore; Vandana Hospital, Bhopal and many more.

**HOSPITAL MANAGEMENT TRAINING**

* Organization- Sri Balaji Action Medical Institute, New Delhi (2014) – 400 bedded NABH Accredited multi-speciality hospital.
* Duration - 4 months.

**LAURELS**

* Awarded **HIGH ALTITUDE SERVICE AWARD** at THE HOLY CAVE: SHRI AMARNATH JI- J&K for Medical and Social Services during Shri Amarnath Ji Yatra at Shesnag Distt: Anantnag (J&K) 2014.

**CONFERENCES**

* First Asia Pacific International Conference on Power of Six Sigma in Hospital and Healthcare Management at Mt. Abu, Rajasthan. (2013)
* **Organizer:** World Healthcare Summit & Leaders who inspire healthcare at Leela hotel, Gurgaon (2015)
* Awareness, Sensitization & Improvement of Quality in Healthcare by NABH, MP Nursing Home Association & Six Sigma Star Healthcare Pvt. Ltd. at Bhopal (2016).

**AUDIT EXPERIENCE**

* NABH Internal Audit in Hartej - A multi-specialty hospital, Amritsar with consultancy company- Six Sigma Star Healthcare Pvt. Ltd.
* NABH Internal Audit at Hajela Hospital, Bhopal.
* NABH Internal Audit at LBS Hospital, Bhopal.
* NABH Internal Audit at Divya ENT Centre, Bhopal.
* NABH Internal Audit at Galaxy Hospital, Bhopal.

**PROJECTS**

* Study on Quality Management in Pharmacy and Medical store in Sri Balaji Action Medical Institute.
* Worked for recognition of New Pandey Hospital, Hoshangabad, M.P. under Rajya Bimari Sahayata Yojna (a state government health scheme).

**IT Forte**

* MS Office.
* Internet system Technology.

**STRENGTHS**

* Strong Public Speaking Skills
* Leadership Skills
* Better Interpersonal Communication Skills
* Better Project Management
* Creative mindset
* Flexible nature

**PERSONAL SNIPPETS**

Date of Birth : 21st May, 1995.

Father’s Name : Mr. Devender Kumar

Permanent Address : H.No. 382, Near Bhagat Singh Park, Mundka, New Delhi

Linguistic skills : English and Hindi.

**PROFESSIONAL REFERENCES**

* Dr. Pradeep Bhardwaj, Executive Director of GIHM, Delhi, CEO of Six Sigma Star Healthcare Pvt. Ltd, New Delhi. (5 National Awards, Alumni at IIM-A)

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* Maj. Gen. S.B. Akali, Director General at Six Sigma Star Healthcare Pvt. Ltd, New Delhi.

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