**CURRICULUM VITAE**

**Sangram Keshari. Biswal**

|  |
| --- |
|  |

Plot No – 554,

Saheed Nagar,

Bhubaneswar – 751007

**Mob** 9040018319/9040096712/

**Email:** *sangram1505@gmail.com*

**CAREER OBJECTIVE:-**

To pursue a position of responsibility and challenge in the field of Enterprise Resource Planning by utilizing my knowledge and skill on Hospitality Industry, to achieve the objective of becoming a competent professional in Hospitality Industry.

**ACADEMIC CREDENTIALS:-**

* *+3. from (Utkal university) Orissa.*
* *+2 Sc from CHSE Orissa*
* *Matriculation from BSE Orissa*

**Experience:-**

1. Presently working as **Manager (Admin/Corporate Relations) In Jagannath Hospital Bhubaneswar** ,From 1st May,2012 to till date.

**Responsibilities:-**

* Co- ordinate between patient and doctor in scheduling appointments.Follow up with

patients for appointment scheduling patients records,details over mail and telephone.

* Co-ordinate between the patient and doctor,clinic,hospital for treatment plan,diagnostic .
* . Maintaining & Updating patient details and follow up with them.
* Investigate patient/visitor concerns and implements appropriate courses of action.
* Take corrective action in situations requiring immediate intervention, including interpretation and administration of hospital policy and work rules.
* Intervene and problem solves for inter-/intra-departmental issues. .
* Communicate pertinent information in a timely manner to hospital administration and department leadership.
* Communicate issues identified by front line staff to appropriate administrative team related to new administrative or departmental initiatives
* Hospital Empanelment with **TPA** ,**Corporate**, and **Insurance** companies
* Provide cashless facilities to insurance patients from Hospital
* Follow up the payment.
* Overview all **ISO** Register which is maintained in Ward, OT, ICU,NICU Pathology & all dept.

**2**-Worked asHospital Manager(Admin/HR) in Kar Vision Eye Hospital Bhubaneswar (unit of Kar Clini & Hospital (P) Ltd.Bhubaneswar) from **1s**t **April, 2010 to 30th Apri 2012**.

(P.T.O.)

**Responsibilities:-**

 ● Handle the total Administration part of the hospital

 ● Reconciliation of Bank A/Cs.

● Maintenance of day to day Cash & Bank Book & daily requirement

**●** Preparation of Salary by using finger print software

● Overview all **ISO** Register which is maintained in Ward, OT,

Pathology & all dept.

 ● Overview Preventive Maintenance as well as Break down Maintenance of

 all Equipments.

* Hospital Empanelment with **TPA** ,**Corporate**, and **Insurance** companies
* Follow up the payment.
* Manage advertisings, publishing, media.. etc.

 3. **10 months** working experience in **RELIANCE BPO** in Mumbai as a **Customer care Executive**

* Receive calls from different customers and solve their queries

**PERSONAL PROFILE:-**

**Name**  : Sangram Keshari.Biswal

**Fathers name** : Sridhar Biswal

**Date of birth** : 15.05.1983

**Gender**  : Male

**Nationality**  : Indian

**Marital status** : Married

Language known : English,Hindi,Odiya

**Reference:-**

* **Dr.Ashok Kumar Nanda.** *(Ms. Ophthalmology*)

 ***M.D., Kar Vision Pvt ltd***,

 10,Satyanagar,

 Bhubaneswar

 **Mob - +91 9439001010**

* **Mr. Ramasish Pati( Max Bupa .BBSR)**

**Mob - +91 9437966967**

 **DECLARATION:-**

I hereby declare that the above statements are true to the best of my knowledge and belief.

**Place : Bhubaneswar**

**Date : 24.09.2016 *Sangram keshari.Biswal***