**Resume**

H/NO. K/8/945, Kalinga Nagar, BBSR

E-mail: hospadm13@gmail.com

Mob: 08895295278,9498304454

# Professional Objective

To serve people by curing their ailment as well as full utilization of my capabilities & Skills to improve the Organizational Quality as well as give appropriate commitment & service to the Organization.

**Educational Qualification**

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| --- | --- | --- | --- |
| **Degree** | **Year** | **Institution/University** | **Total Percentage** |
| **Enrolled** | **Passed** |
| MASTER OF HOSPITAL ADMINISTRATION  | 2013 | 2015 | INSTITUTE OF BUSINESS SCIENCE AND COMPUTER STUDIES,BBSR | CGPA- 8.98 |
| BACHELOR IN COMPUTER SCIENCE | 2010 | 2013 | SAM HIGGINBOTTOM INSTITUTE OF AGRICULTURE AND SCIENCE ,ALLAHABAD | 70 |
| INTERMEDIATE | 2005 | 2007 | MILLER INTER HIGH SCHOOL | 60 |
| MATRICULATION | 2003 | 2004 | MILLER HIGH SCHOOL,PATNA | 72.5 |

**Work Experience**

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* Currently working as a Junior Hospital Administrator in Quality Department at IMS & Sum Hospital, Bhubaneswar.
* Worked as a Asst. Medical Record Manager at IMS & Sum Hospital, Bhubaneswar at the time of UG and PG MCI Visit from 01 Dec 14 to 31 March 15.
* Worked as a Computer Assistant at IMS & Sum Hospital, Bhubaneswar from Nov 2007 to Dec 2009.

**Areas of Interest**

* Human Resource Management in Hospitals.
* Hospital Management Information System in Hospitals.
* Principles of Management.
* Public Relation In Healthcare.

**Projects and Conferences**

* 3 months project on “ A study on Human Resource Audit” at IMS and Sum Hospital, BBSR for the partial fulfillment of MHA.
* 3 Months project on Utilization of Hospital Information System at AMRI, BBSR.
* Attended National Conference on Recent Trends in Hospital Administration in Mar 2014.

**IT Skills**

* SPSS, M.S Office, Good Savvy of internet.
* Working experience on Different Hospital Management Software.

**Strengths**

* Believe in Honesty & Punctuality.
* Laborious and Optimistic.
* Willing to shoulder responsibilities.
* Flexible and willing to learn New Tools and Techniques.

**Personal Details**

Date of Birth : 10TH Jan 1990

Nationality : Indian

Language Known : Hindi, English

Pan Card : Available

Hobbies : Dancing, Cartoon painting, Travel and Tourism.

Permanent Address : House No. D/3, New A.G.Colony, Danapur Patna

**Date:- (Mohit Kumar)**

**Place: - BBSR**