**Bhumika Mathur**

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+91 9911999545

**Career Conspectus:**

Seeking a challenging position as a Hospital Administrator with a reputed hospital or a health care service provider. Completed my post graduation diploma in Hospital Administration from Apollo Hospitals in the year 2015.

Presently working as a Physiotherapist in a private setup dealing with home care services. Having an experience of providing healthcare services to patients suffering from Cardiology and Neurological conditions.

Ready and qualified for next stage of my career and looking forward to make significant contribution in my field of work.

**Key Skills and Competencies:**

* Experience of working in Cardio Pulmonary Physiotherapy for more than a year.
* Experience of dealing with emotional and stressful situations as part of work.
* Able to effectively communicate with patients.
* Client relationship management skills.
* Training, management and motivational skills.
* Energetic, sharp & disciplined.
* Good knowledge of computers and internet.

**Work Experience:**

* Have worked as Physiotherapist at Anuvrat Healthcare Pvt. Ltd, Rajouri Garden, Delhi under the guidance of Dr. P.V. Kailey (Orthopedic Surgeon, MBBS, DNB, MINAMS, FIMS) from September 2012 till October 2013.
* Working privately in treating patients with Cardiology and Neurological conditions.

**Duties and Responsibilities:**

* Providing a high standard of Physiotherapy services to patients.
* Discuss problems with patients to locate the root cause and probable solutions.
* Implementing treatment programs for patients as per their age and convenience.
* Consult with referring physician about patients’ problems, needs and development.
* Supervising administrative services for the clinic.
* Providing training and overview to the juniors at the clinic.
* Documenting patients’ reports and records for future reference.

**Academic Qualifications:**

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| --- | --- | --- | --- |
| Year | Course | University | Marks (%) |
| 2014 | Post Graduation Diploma in Hospital Management | Apollo Hospitals Medvarsity | Completed |
| 2013 | Diploma in Naturopathy | NDDY, Rajghat | 72 |
| 2010 | Bachelors in Physiotherapy | CCS University, Meerut, U.P. | 60 |
| 2006 | XII | CBSE | 58.2 |
| 2004 | X | CBSE | 80 |

**Extracurricular Activities:**

* Won first prize in Badminton and Athletic events held at school level.
* Organized and took part in Physio Fest ’09 for my college, Santosh College of Physiotherapy.
* Ranked 3rd in group dance at Delhi Tamil Sangam event.

**Personal Details:**

**Father’s Name** : Mr. Pradeep Kumar Mathur

**Permanent Address** : AD-104-B, Shalimar Bagh, Delhi-110088

**Date of Birth** : 3rd February 1989

**Gender** : Female

**Marital Status** : Married

**Languages Known** : Proficient in English and Hindi