**CURRIULAM VITAE**

**GEETA JOSHI**

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**OBJECTIVE**

To get a right break through where, I can use my knowledge and get new challenges everyday by working in a professionally managed company. I want to boost my career prospects.

**AREA OF INTEREST**

* Administrative work.
* Operations and Quality field in related to hospital

**WORK EXPERIENCE**

**Organization:** Presently Working in Apollo Clinic Rajouri Garden From 2005.

**Designation:** Health Care Administrator

**Job Profile :**

**1.** Development and implementation of strategic goals related to different departments.

2. Developing criteria and process to rectify problems with payroll accuracy after resolving several old payment issues.

3. Overerall financial management of all sources of funding and handled other related duties including oversight of professional billing.

4. Supervise and evaluated performance of ward secretaries, nurses, Doctors and all other personnel.

5. Providing feedback on job performance and making recommendations.

6. Working behind the scenes in the clinic ensuring that the staff, funding and patient needs are properly met in order for clinical operation to run smoothly for employees, patients and their families

7. Management of daily operations and directs reports.

8. Development and implementation goal and objectives to ensure efficient and cost effective operations.

9. Developing and administrating operational budgets. Management of account receivable and insurance claims.

10. Monitoring of employee attendance, productivity and other performance markers. Providing on-going training for new and existing employees.

11. NABL documentation, Quality Maintenance, Waste Management, Corporate dealing, Implementation of Packages, Complain resolution, Complain records, Monthly collection Record etc.

**Organization :** Luminous Electronics Ltd. ISO 9001 Company, New Delhi

(Jan2003 to May 2004)

**Designation :** QC Engineer

**Job Profile :** Testing of UPS & Inverters card, Quality control, fault finding

From Electronic Circuit, rejection analysis, maintain daily

Production Report.

**Trainings**  : Three Month training in Radiology department of Rajeev Gandhi Cancer

Institute in 2001.

**PROFESSIONAL QUALIFICATION**

1. Diploma in Medical Electronics with First Class from Kasturba Polytechnic Pitampura (Board of Technical Education, Delhi) in 2001.

**COMPUTER KNOWLEDGE**

MS-Word, MS-Excel, PowerPoint, and Internet Utilities.

**ACADEMIC QUALIFICATION**

1. Completed B.A. from Delhi University in 2002.
2. Completed 12th from C.B.S.E. Board, Delhi in 1998.
3. Completed 10th from C.B.S.E. Board, Delhi in 1996.

**PERSONAL INFROMATION**

Name : Mrs. Geeta Joshi

Date of Birth : 3rd March, 1980

Address : Rz-197/822, No- 11B Durga Park

West Sagar Pur New Delhi-110045

Language Known : English & Hindi

Marital Status : Married

Husband Name : Mr. A.B. Joshi

Hobbies : Writing Poems & Listening Music

**Thanking you for pursuing my personal information.**

**Date:**

**Place: DELHI**

**(GEETA JOSHI**)