***Apoorva Deora***

Address: U-15/63

Ground Floor

Dlf phase 3

 Gurgaon, 122002

🖳 **apoorva.deora@gmail.com**

**Contact number: 8447575767**

**OBJECTIVE**

To be an ambitious and desirable part of a growing organization, that will catalyze my performance and enhance my knowledge which will help me in becoming a competent professional. A challenging career position in an organization like yours so that I can utilize my knowledge and teamwork skills acquired during professional education and training, and to establish myself as a professional with a keen, innovative thinking and a diligent attitude.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board \ University** | **Year** | **Percentage** |
| MBA(HA-HC)\* | Jayoti Vidyapeeth University, Jaipur | 2012 | 72% |
| B.SC(Biology) | DDU Gorakhpur University. | 2010 | 65.5% |
| Intermediate | UP Board | 2007 | 74.4% |
| High School | UP Board | 2005 | 68.5% |

 \*HA-HC **(**Hospital administration and health care management**)**

|  |
| --- |
| **internship** |

* Dr. Balabhai Nanavati Hospital

 S.V.Road Vile Parle (w), Mumbai.

* SK Soni Hospital , Jaipur.

**STRENGTH**

* Good at Problem Solving Skills.
* Well-developed Presentation.
* Great Time Management ability.
* Ability to work effectively under pressure.
* Self-motivated.
* Willingness to Learn.

**SPECIAL ACHIEVEMENTS**

* Awarded with Best Exemplary award in AAPI Global Health Summit-2014 by India’s Health Minister Shri Ghulam Nabi Azad.
* Star employee of the month in HCG Hospitals.
* Special Appreciation for contributory work in HCG Foundation.
* 4 times awarded for Best Girl in Class.

**AREA OF INTEREST**

* HR Management

**COMPUTER KNOWLEDGE**

* MS Word
* Web Designing
* Internet

**PROJECT HANDLED**

* + - * Gap Identification between **“**Required & Perceived Services**”** & Strategies to Satisfy customer.

# Study To Assess Availability of Hand Hygiene Facility And Compliance Rate Of Same in Dr. Balabhai Nanavati Hospital Mumbai.

# Medical Audit in Dr. Balabhai Nanavati Hospital Mumbai.

* Worked upon Standard organization procedure..
* Compliance of Non-compliances of Internal Audit.

**Work Experience**

* **June 2014- Oct 2014**

5 months experience in Advanced Hair Studio as a HR Executive**.**

* **March 2013 –April 2014**

13 month experience in HCG Multispecialty Hospital, Ahmadabad as a HR Executive.

* **Worked as Local Secretariat in AAPI Global Healthcare Summit-2014.**

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 **Job Description in HCG Multispecialty Hospitals.**

# To Organize and conduct induction programme for all the new recruits

* To plan and conduct development programs for the executives , supervisors, staff and workers
* To organize employee engagement activities for the amusement of all cadre of employees
* To prepare & update the training module as and when required
* To identify in-house facility for the training sessions , to conduct in-house skill development programs
* Monitoring on the job training programs that are carried out by every department.
* Recruitment process.
* To conduct all the exit formalities.

**EXTRA CURRICULAR ACTIVITIES**

* 1st Rank in Interhouse Debate Competition in 2004.
* 1st Rank in Interhouse Dance Competition2005.
* 1st Prize in Sports Competition for consecutive two years.

**PERSONAL INFORMATION**

**Date of Birth**  : 16th January 1991

**Sex** : Female

**Marital Status** : Married.

**DECLARATION**

I solemnly declare that the above information is true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

  **Apoorva Deora**