**CURRICULAM VITAE**

**Dr Shilpa Pandita**

Address -Flat no. 351, Block –C, Divyajyoti Appartment, Sector 19, Rohini.

E mail : [panditashilpa@gmail.com](mailto:panditashilpa@gmail.com) , dr\_shilpa\_zip@yahoo.com.

Mobile : +919910108617 , +919018808617.

**Currently working as Assiatant Medical Superintendent in Fortis Hospital Shalimar Bagh, New Delhi ,since June 2015.**

Seeking assignments in Hospital and Health care Management with a growth oriented organization of repute.

**AREAS OF EXPERTISE**

* An Astute professional Skilful at monitoring, & motivating the workforce to enhance their efficiencies & assist them to deliver quality services to clients.
* An effective communicator with excellent interpersonal & managerial skills.
* An Energetic self-motivated Professional with a flair to work in a stimulating environment.

**ACADEMIC CREDENTIALS**

* Pursuing Distance learning MPHIL in Hospital Administration from BITS Pillani, from August 2014.
* Masters in Business Administration from Padmashree Dr D.Y.Patil Universities, Department of Business Management, specializing in **Health and Hospital Management 2008-2010 :** 72%.
* Bachelor of M.B.B.S from: Patliputra Medical College and Hospital.(Govt. Medical college)Dhanbad.

Year of passing: 2007 Percentage Secured: 61%

* H.S.C Science from: JK Board Year of passing: 2001

Percentage Secured: 70%

* S.S.C from: CBSE Year of passing: 1999

Percentage Secured: 73%

**INTERNSHIP**

Organization : Govt. Medical College Jammu and SMGS Jammu with excellent remarks.

Duration : 1 year

**SUMMER INTERNSHIP**

Summer Project at Bombay Hospital : 2 months.

Project: 1- Organisation and Administration of I.C.U

2- Framework of study of different departments of Bombay Hospital.

OSD in Saifee Hospital (Mumbai), Dhirubhai Ambani Reliance Hospital (Mumbai) and Fortis Hospital Vashi, Navi Mumbai.

**FINAL PROJECT**

Final Project at Padmashree Dr.D.Y.Patil Hospital & Research Centre.

Project: 1- Patient Satisfaction Level in IPD Department Of Dr.D.Y.Patil’s Hospital & Research Centre.

**EXPERIENCES**

* **Currently working as Assiatant Medical Superintendent in Fortis Hospital Shalimar Bagh, New Delhi ,since June 2015:**
* As Hospital Administrator looking after all the medical services and operations.
* As Asst. Medical Superintendent with job profile of Operations, Quality and revenue generation.
* Successfully managed to lead the NABH assessment twice in FHSB.
* Designed all forms, formats, patient file, SOP’s as per 3rd edition of NABH guidelines
* Training of all staff.
* Analysis and completion of gap reports as part of NABH accreditation process in different hospitals.
* Actively involved in policy making and thorough implementation of the same to raise the standard of services for patients.
* Involved in generation, monitoring and presentation of Quality Indicators to set the parameters to check level of services provided and further improve it.
* **Training and Evaluation of staff** to make them aware of new policies and implementing the same.
* Looking after MRD , Dietary**,** Emergency, Dialysis, IPD, Discharge Summary, ICU, Resident & DNB doctors as the **Supervisor and under Medical Director of** the Hospital.

**Worked as a Clinical Care Coordinator with Apollo Hospital New Delhi for 1 year.**

1 and half year experience working as a CMO in Batra Hospital Jammu.

Clinical Practitioner .

Visiting faculty for Hospital Administration courses with Medversity Apollo and NIIT.

**Worked as Assiatant Medical Superintendent in Dharamshilla Hospital & Research Centre, Vasundhara Enclave, New Delhi ,since June 2013 to June 2015.**

**CERTIFICATIONS**

* **FIRST –AID Trainning** Certificate course in First-aid From: **St.Johns Ambulance New Delhi**.
* Certificate of Life Long Membership in **“Indian Red Cross Society”.**
* Actively working as a social worker for Red Cross Society.
* Certificate of **“INTERNATIONAL PEACE CAMP”** to Seoul (South Korea) by Indian Red Cross society New Delhi and represented J&K state.
* Certificate For many debate competitions at school level.
* Certificate of National Level Integration camp by Red Cross Society.
* Certificate (Participating) for National Health & Hospital Conference at Mumbai.
* Certificate (Organizing) for National Health & Hospital Conference at Navi Mumbai.
* Certificate (Organising) for **Bone & Marrow Transplant Congress at DHRC (1 & 2 FEB’14)**

**IT SKILL SET**

* Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook Express.
* Knowing Operating Systems: Windows7, Windows2000, Windows XP and Windows Vista.

**KEY RESPONSBILITIES:**

* System generation and sustainment.
* Formulation of hospital documentation, new forms and formats.
* Training and development of hospital staff through best practices.
* Statistical & Quality Indicators monitoring, capturing and analyzing.
* Conversion of hospital utilization rates into revenue figures.
* To assist QM of the hospital on emergency codes and conduct mock drills.
* To liaison on behalf of hospital administration in various government and private organization

**KEY SKILLS:**

* Effective Communication
* Self Motivation
* Smart working
* Leadership Qualities

**PERSONAL VITAE**

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| |  |  | | --- | --- | | **MOTHER’S NAME** | Smt. Veena Pandita | | **FATHER’S NAME** | Shri Tej Pandita | | **DATE OF BIRTH** | 31st August.1983 | | **NATIONALITY** | Indian | | **SEX** | Female | | **MARITAL STATUS** | Married | | **LANGUAGE KNOWN** | Hindi, English and French | | **PERMANENT ADDRESS** | House no.16, Sector-1 ,Roop Nagar , Jammu Tawi-180013. | | **HOBBIES AND INTERESTS** | To work as a social worker in Red Cross, Listening music, active volunteer with art of living. | | **STRENGTHS** | Leadership, Flexible, Hard working, Motivator, Positive thinker | |

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:**

**Date:**

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**(Dr Shilpa Pandita)**