**ANKUR BHARDWAJ**

**MBA (Hospital Management)**

**Contact No: 9555617772, 9911617772**

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**CAREER OBJECTIVE**

**To increase my knowledge & skills and instigate the right blend of creativity and hard work to achieve the highest sigma of perfection.**

**STRENGTHS**

* **Proactive**
* **Hard Working**
* **Keen Learner**

**EDUCATION QUALIFICATION**

* **M.B.A in Hospital Management from JODHPUR NATIONAL UNIVERSITY**
* **Graduation from DELHI-UNVERSITY**
* **12th from U.P Board**
* **10th pass from C.B.S.E**

**TECHNICAL COMPETENCE**

* **Microsoft Office**
* **Hospital Management Information System(PARAS)**
* **Computerized Patient Record System(VISTA)**
* **Synapse(PACS)**
* **Day Care Management system(THOUGHTWORKS)**

**ACHIEVEMENTS**

* **Star Employee Award by Chief Executive Officer (2011)**
* **Outstanding Performance Award by Chairman (2010)**
* **Outstanding Performance Award by Chief Executive Officer (2014)**

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| **WORK EXPERIENCE**

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| **JANUARY 2007 TILL DATE (7 YEARS )** |  |  |  |  |  |
| **ORGANIZATION NAME:** | **RAJIV GANDHI CANCER INSTITUTE & RESEARCH CENTRE** |  |  |  |  |
| **CURRENTLY WORKING AS :** | **Senior Executive ( Operations)**  |  |  |  |  |
| **JOB PROFILE:****SPECIFIC RESPONSIBILITIES** | **Day Care & Ward Management.****To manage waiting for Day Care beds during peak hours.** **To make full arrangements for admission, discharge and transfer of the patient.****To co-ordinate with Departments for smooth functioning of the ward.****To see that patient and their families are orientated.****To keep track of diagnostic tests, O.T. appointments and arrange transportation.****To perform general duties by preparing, compiling and maintaining records in the nursing unit.****To maintain records of special monetary charges and forward them to the business office (preparing charge slip etc.)****To co-ordinate with housekeeping dept. (e.g. ensuring room readiness before admission; making arrangements for transportation of patient; barber services etc.)****To co-ordinate with other dept. for different services (e.g. CSSD, pharmacy, physiotherapy, security, ambulance services.)****To receive reports and filing in patient’s records.****To co-ordinate with Radiology Department and make appointments for patients services (e.g. Radiotherapy, CT, Nuclear Medicine etc.)****To make post hospitalization appointment with patient’s doctors.****To compile census of patient’s in the unit.****To deliver reports, records to appropriate office.****To verify all the documents at the time admission.****To see that all ward procedures have been charged.****At the time of discharge final billing to be verified.****Maintenance of medical records and its confidentiality.** |  |  |  |  |

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**PERSONAL DETAILS**

**Date of Birth : 1 MAY 1986**

**Gender : MALE**

**Languages Known : ENGLISH & HINDI**

**Marital Status : MARRIED**

**Hobbies : SPORTS**

**Nationality : INDIAN**

**Address : POCKET 14, HOUSE NO. 65,3RD FLOOR, SECTOR-24, ROHINI**

**DECLARATION**

 **I hereby declare that the information furnished above by me is true to the best of my Knowledge and belief.**

**Place: Delhi Signature**

Date: ANKUR BHARDWAJ