## Mr. Sibabrata Acharjee

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Dist: Sipahijala Tripura

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### CareerObjective

* To perform and excel in my profession, utilizing my educational and interpersonal skills in an organization with dynamic and progressive work environment where hard work and efficiency paves way for growth.

### Personal Value

* Believe in work, commitments, Dedication, Strong Determination, Having Strong Educational and Leadership quality with in the field of patient service area and patient satisfaction.

### Strength

* Confidence, Disciplined & assertive person with willingness to learn, Imitativeness Creativity, Ability to focus, willing to take strategic risk, belief in myself and in the organization I work with.

### work experience

1. **Employer: Neotia Getwel Healthcare Centre- under Ambhuja Neotia.**

Period : July 2012 to July 2013

Position held : Operation Executive.

### job profile

* To monitor smooth admission of the patient.
* To handle the discharge procedure smoothly.
* To work as a night manager and maintain follow ups.
* Assist in floor activities and review patient satisfaction and grievances.
* Well versed with activity of HRD & office administration.
* Able to get the work done from the subordinates.
* Maintain all records and data’s of the employees as per directives.
* Keeping and active eyes on competitor’s activities & come out with the right solution.
* Take active part in management policies & providing suggestion.

# QUALIFICATION

### Professional

* **MBA in Hospital Management** from NIMS University, Jaipur Rajasthan INDIA, NIMS UNIVERSITY ACT, 2008 duly recognized by Government of India under the provisions of the Sections 2(f) and 22 of the UGC Act, 1956
* **Bachelor in Hospital Management** Passed from Tripura Institute of Paramedical Sciences Affiliated by Tripura University (A central university) **in the year 2012.**

### Educational Qualification

* **Higher Secondary** (+2 stage.) passed from T.B.S.E ( YEAR 2006)
* **Madhyamik** (X)passed from T.B.S.E ( YEAR 2004)

### training Exposure

* One month training on overall administration at **TRIPURA MEDICAL COLLEGE.**
* Visit at **Medica Super specialty Hospital** and obtain a basic idea how a multi-specialty hospital works in 2011.
* Training on human resource department at **MEDICA NORTH BENGAL CLINIC. Siliguri. 2012**

### Conferences/ Seminar / Workshop

* Attained Seminar of **CORPORATE SOCIAL RESPONSIBILITY** by Dr. Swarup Dutta (HOD Hospital Management Dept) in Tips Agartala.

### Computer Proficiency

* Ms word
* Access
* Excel
* Basic knowledge of internet
* HMIS proficiency.

### Personal Profile

DATE OF BIRTH : 22nd July, 1987

FATHER’S NAME : Shri. Santi Acharjee

NATIONALITY : INDIAN

MARITAL STATUS : Single.

LANGUAGE KNOWN : English, Hindi & Bengali.

*“The information cited hereinabove is true to the best of my knowledge & believe.”*

Place: JAIPUR

SIBABRATA ACHARJEE