**Dr. ANKITA RATHEE**

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**CAREER OBJECTIVE**

To emerge as a hardcore management professional and prove myself as an important part of the organization by achievement of given target and to work in challenging project that will utilize my educational background and expand my knowledge.

**AREA OF INTEREST**

* Quality management department
* Operations management department

**PROFESSIONAL EXPERIENCE**

* Dental Surgeon at Shri Bawa Lalji Charitable Hospital, New Delhi, January 2012 – July 2012
* **Working as Senior Executive - Quality at Primus Super Speciality Hospital, New Delhi, January 2015 – still working**

**EDUCATION & CERTIFICATIONS**

MHA (Masters in Hospital Administration), Deenbandhu Chhotu Ram University of Science & Technology, Murthal (Sonepat), 2012-2014, **7.78 CGPA**

B.D.S (Bachelor of Dental Surgery), P.D.M Dental College and Research Institute, Bahadurgarh (M.D.U., Rohtak), 4 years + 1 year internship (2006-2011)

12th , CBSE, 2006

10th CBSE, 2004

Basic Life Support for Healthcare Providers (BLS), August 2014, Phoenix Institute of CPR and Defibrillation

Advanced Cardiovascular Life Support (ACLS), August 2014, Phoenix Institute of CPR and Defibrillation

**TRAININGS UNDERTAKEN**

One month training on the project “Turnaround time of Ultrasound and x-ray reports“ at Sri Balaji Action Medical Institute, Paschim Vihar, New Delhi.

Two months summer training on the project “ How to manage fixed assets and how to do their verification ” at Columbia Asia Hospital, Palam Vihar, Gurgaon.

Ten days training in “Laboratory Out Patient Department” at PGIMS, Rohtak.

**SEMINARS**

* Presented and participated in NO – TOBACCO WEEK in 2009 and 2011.
* Attended the seminar on SOFT TISSUE DIODE LASER in 2011.

**PERSONAL ATTRIBUTES**

* Good Communication skills.
* Group facilitator.
* Eager to learn new things.
* Analytical skills.

**COMPUTER PROFICIENCY**

* Good command in office suite.
* Working knowledge of Internet
* Software Skills –

 **Package –** Microsoft Word, Microsoft PowerPoint, Microsoft Excel, SPSS.

 **Operating System –** Windows XP, Vista, Windows7, Windows8.

**HOBBIES AND INTERESTS**

* Listening Music.
* Reading books.
* Net surfing.
* Watching Movies.