|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Dr. Aakansha Yadav****E-mail : draakanshayadav@gmail.com** | **Mob :** +91 8826445107 | **DoB** **: 4th Feb 1988**  |
| **Career Objective** |
| Aspiring for a career opportunity to channelize my skills & enthusiasm to achieve higher service delivery standards with responsibility & integrity. Also, to synergise with the organisation goals to focus on & achieve the long term goals that have been put into pace. |
|  |
| **Career Synopsis** |
| * An astute & focussed service professional with 2.5 years of work experience in healthcare industry.
* Hand on expertise in Patient Treatment, Consultation, Patient Care Services & Manpower Management.
 |
|  |
| **Professional Learning** |
| **Hospital services** |
| * Hospital Operations

Management | * Organisation & Management of

Clinical services | * Support & Utility Services
 |
| **Healthcare Management** |
| * Primary Healthcare System
 | * Concepts & Dimensions
 | * Principles of Management
 |
| **Patient Safety & Security** |
| * International Patient Safety Goals
 | * Hospital Infection Control
 | * Biomedical Waste

Management |
| **Community Dentistry** |
| * Oral Hygiene Awareness
 | * Promotional Camps
 | * Dental Surveys & Dental Record Management
 |
| **Work / Internship Experience** |
| **Company Name** | **Navbodh Prakashan, Raipur, CG** |
| **Designation (Dept)** | **HR Executive** |
| **Duration** | **From :Jan 2015** | **To : Mar 2015** |
| **Key Responsibility Areas** | * Proof reading articles
* Maintaining TA & DA bills
* Reader feedback
* Managing a team of 7 members
 |
| **Work / Internship Experience** |
| **Company Name** | **RKDF Dental College & Research Centre, Bhopal, M.P** |
| **Designation (Dept)** | **Tutor (Jr. Doctor)** |
| **Duration** | **From : Nov 2012** | **To : Feb 2014** |
| **Key Responsibility Areas** | **Patient Care Services*** Patient consultation, treatment & taking general feedback.
* Root Canal Treatment, Scaling, Periodontal treatments, Conservative Treatments.
* Patient record maintenance.
* Stock management.
* Promotion of health & hygiene awareness amongst rural & urban areas by dental camps.
* Supervising & monitoring patient care services.

**Organisational Services*** Designing of educational material.
* Organisation & management of quarterly dental camps for a population of 250-300.
 |
|  |
| **Work / Internship Experience** |
| **Company Name** | **Maitri College of Dentistry & Research Centre, Durg, C.G** |
| **Designation (Dept)** | **Intern** |
| **Duration** | **From : July 2011** | **To : July 2012** |
| **Key Responsibility Areas** | * Acquiring & applying dental knowledge & skills
* Assisting a doctor in routine dental treatments
* Conduct cleaning & sterilization of operatories & equipments
* Assist with patient data collection & data management
* Assisting front office for scheduling patients
* Patient education & counselling
 |
|  |
| **Professional Certifications / Training / Workshop / Industry Exposure** |
| **Professional Certification*** Certified in SIX SIGMA.
* Certified in Disaster Management & Fire Safety
* Certified in LEAD(Leadership Education & Abilities Development) Program

**Industry Exposure*** 1 year of experience as Project Manager in a NGO SOFAR for promoting dental & women health awareness camps.
* Visited to Max Super speciality Hospital, Saket, New Delhi to get an insight of hospital operations & its functions.
* Visited “Columbia Asia Hospital,Gurgaon” to get an orientation on Hospital Operations.
* Attended a guest lecture on “Corporate Expectation & Industry Orientation” by Mr. Jaayant K. Sood, Head- Corporate & Company Secretary, Indorama Synthetics(India)Limited
* Attended a guest lecture on “Healthcare Administration as a Career Choice” by Dr. P.N Kakkar-Medical Director, Panacea Hospital
* Attended a guest lecture on “Legal Aspects in Healthcare Administration” by Lt. Col. (Dr.) Madhav Madhusudan Singh, Managing Editor (IJRFHHA)
* Attended FICCI conference (FICCI HEAL 2015) at New Delhi
 |
|  |
| **Achievement** |
| * Have been a Cadet in National Cadet Corps (NCC).
* Lent voice for a documentary “Chhattisgarh-A Herbal Heartbeat” by CG Govt in 2008 which was showcased in Singapore
* Certificate of Appreciation as Rising Star for Demonstrating Team Work at INLEAD, Gurgaon.
 |

|  |
| --- |
| **Education** |
| **Year of Completion** | **Program / Course** |
| 2015 | Pursuing MBA in Healthcare AdministrationIndian Institue of Learning & Advanced Development (INLEAD), Gurgaon |
| 2012 | Bachelor of Dental Surgery (BDS)Maitri College of Dentistry & Research Centre (MCDRC), Durg, CG |
|  |
| **Academic Project / Dissertation** |
| * Presentation on “Quality Review in Hospitals”.
* Submitted a Business report on “Challenges in Rural Healthcare”
* Presentation on “’Electronic Health Records- An Overview”.
* Presentation on “Selection Process” in Human Resource Management.
* Presentation on “Centre Sterile Supply Unit”
* Presentation on “Challenges in Rural Healthcare in India.”
* Presentation on “Perfect Competition” in Economics
 |

 |
|

|  |
| --- |
|  |
| **Personal Strength** |
| * Result Oriented
 | * Observant
 |
| * Pro-active
 | * Persuasive
 |
| * Self-motivated
 | * Quick learner
 |
|  |
| **Personal Information** |
| Marital Status | **:** | Married |
| Nationality | **:** | Indian |
| Language Proficiency | **:** | English & Hindi |
| Computer Skills | **:** | MS Office |

 |