



Objective

To gain knowledge, experience and to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will further help me to explore myself fully and realize my potential. I wish to work as a key player in challenging and creative environment.

CONTACT

MOBILE:
7838971135

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pujasharma1625@gmail.com

HOBBIES

Listening music,
watching movies,
reading magazines,
Collecting Cards & key ring

Personal Details:

Father's Name
SRI. Late CHANDRAMA SHARMA

Date of Birth
06 November

Address: 306,3rd. floor, Sarswati tower, sector-4, Vaishali , Ghaziabad up 201010 (Near Vaishali metro station)

PUJA SHARMA

POST APPLIED FOR HUMAN RESOURCE DEPARTMENT

EDUCATION

- MBA (HR & IB) from CHANDIGARH UNIVERSITY.
- Graduation from V.B. University Hazaribagh (JHARKHAND) 2007
- Intermediate ,2004 from Jharkhand academic
- 10 passed from CBSE in 2002

One-year Diploma in Professional Accountant from ICFe, Delhi Course Contents:

- MS-Office
- Tally9.2
- Tally pay roll
- Fundamental of Account.
- Banking and insurance
- Investment and capital
- Visual pay roll
- Indirect tax
- Busy 3.4
- Direct Tax.

WORK EXPERIENCE

Previous working Meenakshi Hospital as Human Resource (H.R.) in Ghaziabad in 01.07.2022 to till date

- Working in Meenakshi Hospital as Hr dept. to make Policy development and communication.
- Maintain employee joining, attendance, warning, mail, NABH training, patient file, complaint andetc...
- Hiring particular medical staff and coordinate with candidate.
- Take interview (via phone, video and in-person) and fixed salary as per organization slab.
- Arrange meetings, camps, office function, and monthly staff training as per NABH guidelines.

Aim:

Achieve good experience in organization and make supportive staff in my life

SKILLS

- Excellent communication skills.
- Ability to build consensus And relationships among managers, partners, and employees.
- Support worker Communication with themanagement team.
- Assist HR with recruiting when necessary.
- Make important policy, planning and strategy decisions.

Provide inspired leadership for the organization
Ensure all legal and regulatory document are filed and Monitor compliance with laws and regulations.
NABH coordinator with maintain all document.

Previous working CHANDRA LAXMI HOSPITAL as an operation-head in Ghaziabad in 02.09.2019 to 20.06.2022.

- Handling Quality issues in all departments.
- Handling all Gda or H/K staff and check all duties floor wise.
- Handling all nursing staff issue and short out.
- Check all staff uniform and inform to HR Manager.
- Handle all pt. transfer, shifting and discharge process.
- Take feedback, and report to director and maintain CAPA report.
- BMW training provide for all Gda, h/k and staff nurse.
- Check all complain register and arrange short time meeting to respective dept.
- Daily audit in all file i.e... Transfer entry, initial assessment time, care plan etc..
- Training provides as per NABH guidelines.
- Done NABH full accreditation in hospital and take daily classes for housekeeping and GDA staff and nurse.
- Maintain all patient data and report and submit to director for checking and correction.

Short term contact base project (NABH) handling of AMI CARE HOSPITAL, NAVIN HOSPITAL as HR-manager in Ghaziabad 2018.**Last working in AVANTIKA HOSPITAL as an Hr and Administration manager in Ghaziabad in 07.03.2016 to 25.7.2019.**

- Handling all purchases, venders and clients.
- Handling Quality issues in all departments.
- Purchasing all office stationery and other requirements.
- Check staff salary, joining, leaves, off, and all staff issue.
- Check all inventories, linen, surgical, stationary, electrical, housekeeping, purchase, ambulance, and other items.
- Also preparing of NABH processes with staff training & document processes by admin head and managements.
- Duty roaster of receptions, h/k, Gda and nurses will be approved by me.
- Handling all celebration, office plan, meeting and administrative procedures.
- Handling audit in all admitted& discharge file in all nursing area.
- Check all ambulance charge, fuels charge, with receipt

and tally to document.

- Duty roaster, Gate pass, advance, will be approved by me.
- All discount slip and complimentary check and approved by Director.
- Check all external audit report and take feedback to related department.
- My report direct send to Director.

Last working in Kailash Hospital & Research Center Ltd as a Billing department in Delhi in 1.7.2010 to 6.3.2016.

Job Profile:

- IPD & OPD Billing credit and cash diagnostic Billing, handling in both lab & diagnostic.
- Handling IPD & OPD patient in DGEHS, CGHS, ECHS and other all patients.
- Having knowledge of NABH, NABL process in hospital.
- Having customer complaint and follow-up.
- Handling knowledge of emergency code to manage emergencies.
- Tracing and making recommendation for experience in the hospital.
- Handling out and in bound call regarding enquires of test.
- Maintain daily day book for cash & credit paper.
- Also experience in pro & floor manager.

I hereby declare that the above written particulars are true to the best of my knowledge an

Date: -

Place: -

(PUJA SHARMA)