

Name : Prasannjeet Singh

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## **PROFESSIONAL SUMMARY**

I am a Post-Graduate in Masters of Business Administration, specialized in Healthcare and Hospital Administration. Experienced as Floor Coordinator, with demonstrated track record of developing and Handling patients visiting for consultation and treatment TPA discharge management etc. Work well both leading and within the team, with dedication to a collaborative approach, yet able to make tough calls independently when needed. I'm seeking an appropriate and permanent position with an organization that offers room for career progression and self-development.

## **EDUCATION QUALIFICATION**

### **2016-2018 : MBA in Healthcare and Hospital Administration**

- Sharda university, Greater Noida
- Team Leader at Management and Marketing events.
- Member of seminar held on Business Analytics

### **2011-2014 : Bachelor of Arts**

- National P.G College, Lucknow University (U.P)
- Participated in debate competition.
- Seized 1st prize in Business Team Building games.

### **2010-2011 : Intermediate**

Kendriya Vidyalaya, AMC Lucknow (U.P) (C.B.S.E Board)

### **2008-2009 : Matriculation**

Kendriya Vidyalaya, AMC Lucknow (U.P) (C.B.S.E Board)

## **SKILLS**

- MS Excel
- MS Word
- VLOOKUP
- Fast Learning
- Computer Knowledge
- Listening

## **WORK EXPERIENCE 1**

August 2018 - September 2022

Cloudnine Hospital - Noida

### **OPD Coordinator**

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours; night, weekend, and holiday shifts.
- OPD conversion
- Coordinating with doctors and patients for effective communication
- Solving queries
- Maintaining accurate records for clinical work
- Participating in all mandatory and essential training

## **WORK EXPERIENCE 2**

September 2022 - Current

Fortis Hospital - Greater Noida

### **Floor Coordinator**

- Managing Floor
- Counseling
- Handling billing
- Feedbacks
- Customers Support
- Queries
- TPA
- Discharge
- Payments
- Surgery
- Reporting
- Patient Handling
- Coordination
- Bed Management

## **EXTRA CURRICULAR ACTIVITIES**

- Participated in various inter-school activities
- Volunteer for cultural and sport activities in Sharda University
- Participated in Training programs and attended learning and development classes

**STRENGTHS**

- Core competency in channel marketing.
- Quick learner and ready to take challenges.
- Strong interpersonal skills, which encourages and promote enthusiasm & team spirit.

**PERSONAL DETAILS**

Father Name : Mr. Vinod Kumar Singh

Gender : Male

Nationality : Indian

Languages : English, Hindi

Hobbies : Interacting with people, analyzing and searching new trends in market

**DECLARATION**

I hereby declare that the above information given are true and correct to the best of my knowledge and belief.

DATE

( Prasannjeet Singh )

PLACE