

**KARISHMA R. PANDARE**

Navi Mumbai, Maharashtra

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7738774872 Personal

Details

Date of Birth: 1995-05-25

Eligible to work in: India

Total years of experience: 3

Work Experience

Marketing & Sales Officer

Jell Pharmaceuticals Pvt.Ltd.A div PANAROMAS (From: Dec'21 to June'22)

- PAN AROMAS, a division of Jell Pharmaceuticals Pvt. Ltd. Company was initiated as a 100% export oriented unit for manufacturing candles, reed diffusers, fragrance oil, incense sticks and a number of other fragrance products.
- Creating PI (Proforma Invoice) as per requirement of client's.
- Coordinating with buyers on mail communication.
- Invoicing all exports through ERP software system.
- Creating product Catalog with rates on pdf form & ppt form.

IPD Admission Officer

Fortis Hospital Mulund - Mulund, Mumbai (From: April'21 to Nov'21)

- Bed allocation for Pre-admission patients and planned surgery patients, casualty, and inpatient ICU and ward.
- Transfer according to customer and patient relative request.
- Handling admission and cash patient discharges.
- Handling TPA counter and solving the queries like filling TPA form with the help of a doctor and sending to the further procedure.
- Handling surgery clearance for the admitted patients.
- Making a room up-gradation and down-gradation as per patient request.
- Provide estimation of the surgical and medical treatment.
- Handling HIS modules like Registration of new patient, Outpatient billing, Casualty and Planned admission and cash patient discharges.
- Give an appointment to the patient with the respective department and book their slot as per their requirement with the coordination of consulting the doctor.

Marketing Executive In Marketing And Business Development

Thyrocare Technology Limited - Navi Mumbai, Maharashtra
(From: June'20 to March'21)

- Increase revenue by adding new corporate clients.

- Handling big Corporates like Netflix, Star India, India TV, Adani.
- Revive old and lost clients and encourage to start business again .
- Revenue collection from credit limit approved clients .
- Daily revenue update to management & track activities of the client.
- Led presentation of marketing budgets, campaign ideas, and upcoming product .developments .
- End to end client support and strategy to grow business with Thyrocare .
- Coordinate with client and operations team for smooth execution.

OPD & Health Check-up Coordinator

M.G.M. Hospital, - Navi Mumbai, Maharashtra (From:
Aug'19 to Jan'20)

- Managed patients schedule, Front & back-office staff to ensure the organization.
- Organized and maintained patients charting process, prioritized and reviewed charts for completeness .
- Collect and maintain patients health, demographic, insurance, and financial information .
- Verified insurance for treatment, collecting payment from patients.
- Responsible for registration, appointment, scheduling, telephone coverage, and patient referral.

Education

Post Graduation Diploma In Hospital Administration (P.G.D.M.)

Garware Institute Of Career Education & Development, Kalina - Mumbai, Maharashtra 2018
to 2019

Graduation In Bachelor of Science (B.Sc), Cardiac Care Technology

M.G.M. University Kamothe - Kamothe, Navi Mumbai
2014 to 2017

Higher Secondary(12th Pass)

CKT Junior College 2013

Secondary(10th Pass) in SSC

Fr. Agnel Multipurpose School - Vashi, Navi Mumbai
2010 to 2011

Skills / IT Skills

- Good communications & Interpersonal skills
- Knowledge of market research
- Client coordination & management

Languages

- English - Intermediate
- Marathi - Expert
- Hindi - Fluent

Awards / Achievements

- Awarded as best revenue generator Quarter in Thyrocare .
- Appreciations from the client for best coordinator.
- Appreciations from management to handle big corporates.

Internships

Practical Training In Cardiology

2015 to 2017

- Worked in Cardiac Cath Lab, ECHO Dept., ECG, Cardiac Stress Test

Hospital Administration Internship :Winter Internship (Oct'18 – Dec'18) Fortis Hospital, Mulund

October 2018 to December 2018

- Clinical & Supportive
- OT case Studies in Cath Lab, CSSD, Radiology, ICU, NICU, PICU, SICU
- HR Dept., Stores, Nursing services
- OPD, IPD wards, Food Service
- Pharmacies
- Nursing & Housekeeping
- Hand hygiene Techniques

Summer Internship-M.G.M Hospital, Vashi

May 2019 to May 2019

- Clinical & Supportive
- Health check up & Diet management
- Quality Control
- Laboratory & Security service
- OPD patient flow management
- IPD case study • TPA & Stores