Operation executive with 5 years experience

**SIDDHESH N PAWAR**

**SKILLS**

Blood Sample Collection Problem Solving

Communication Skills Planing Skills

Leadership

Lab technician

Customer Service

**EXPERIENCE**

**Aug-2019 - Feb-2020 Shree Siddhivinayak Pathology Assistant Lab Technician**

**Jul-2020 - Jan-2021 Suburban diagnostic Pvt Ltd**

**Phlebotomist • Working as a phlebotomist become receptionist**

* **Give phlebo tranning for new joiner • In depth knowledge of collecting specimens and performing simple tests under supervision.**
* **Actively listened to customers, handled concerns quickly and escalated major issues to super**

**Feb-2021 - Jan-2024 Apollo HealthCare And Lifestyle Ltd Phlebotomist Phlebo team leader**

* **Planning & Managing the fulﬁllment of Apollo 24/7 Diagnostic orders**

. Wanting 30 employees in Mumbai

* **Making duty rosters**
* **Team management**
* **Blood Sample Collection**
* **Corporate Camp**

**Jan-2024 - Till Today Thyrocare Diagnostics Ltd Operation Executive • Manage 35 Phlebo Team .**

•Order fulﬁllment

* **Monitoring - Slot Capacity , Adherence , Hygiene ,**
* **Upsell and Addon •**

**PROJECTS**

**BCCI COVID CAMP**

Duration:1.5 year, Team Size:10

* **Successfully led and managed the BCCI COVID CAMP project for 306 days, ensuring seamless execution and adherence to strict health and safety protocols.**
* **Implemented a comprehensive health monitoring system, resulting in a 30% reduction in COVID-19 infections among the camp**

participants.

* **Coordinated with multi-disciplinary teams to deliver daily health and**

**HDFC HEALTH CHECKUP CAMP**

Duration:6 Months , Team Size:20

safety brieﬁngs, ensuring 100% compliance with COVID-19 guidelines.

* **Organized and executed a successful HDFC Health Checkup Camp, catering to the medical needs of over 500 individuals in a span of 1 month.**
* **Implemented effective logistical management, resulting in a seamless ﬂow of operations during the HDFC Health Checkup Camp.**
* **Coordinated with medical professionals and vendors to ensure the availability of necessary resources for the HDFC Health Checkup**

Camp, leading to high participant satisfaction.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree / Course** | **University / Board** | **Percentage / CGPA** | **Year of passing** |
| **B.S.C Lab technician** | **YCOU** | **69 %** | **2021** |
| **DMLT** | **Tata University Of Social Science** | **B+** | **2019** |
| **H.S.C** | **Maharashtra Board** | **75 %** | **2018** |

**HOBBIES**

Classic Musics Bike Ride

**STRENGTHS**

* **Work under pressure Motivate staff Produce reports by tight deadlines Assimilate data and statistics Travel within the Oxfordshire area Work and attend meetings outside normal oﬃce hours**

**ADDITIONAL PERSONAL INFO**

Address Room Num - 07 Omkar chawl, Near Sai Vihar Complex , Rama Bai Nagar , Bhandup West, Mumbai, Maharashtra, 400076

Languages English, Marathi, Hindi

Date of Birth 27 March 2000

Marital status Single