

## ANKITA PRAMOD SINGH



### CONTACT

@ singhankita8128@gmail.com

📞 9723285548

📍 C 208, Kailashdham Society, Khodiyar Nagar, Koparli Road, Vapi 396191

### SKILLS

Email (Mail Merge, Filters, Folders)

Google Drive (Docs, Sheets, Slides)

Working Knowledge on MS Excel,

Word, Powerpoint

Tableau

### STRENGTH

Self-motivated attitude and enjoy.

handling work pressure.

Honest & determined to achieve assigned targets/goals.

Hardworking and disciplined.

Flexible, adaptive and innovative.

Ability to motivate team members and subordinates.

Good time management skills.

### OBJECTIVE

To secure a position in progressive organization, and to utilize my skills, abilities and experience for the benefit of the organization, Utilize education to contribute to employer objectives, profitability and success with a company offering potential for challenge and growth.

### EXPERIENCE

#### HCG Hospital, Ahmedabad

4th Dec 2021 - Till Date

Operation Intern

OPD Coordinator

TPA Executive

CPD Executive

Admission Desk

ONGC Portal Processing

COVID 19 Regsitraion and Billing

### EDUCATION

#### Indian Institute of Public Health, Gandhinagar

2022

MHA (Masters in Hospital Administration)

#### C. G. Bhakta Institute of Biotechnolog

2020

BSC (Biotechnology)

#### Mother of Hope School Ashadham, Vapi

2017

HSC Science

#### Modern English Medium High School, Vapi

2015

SSC

### ACHIEVEMENTS & AWARDS

Attained POSHAN Abhiyaan on Basic Nutrition.

OPD Cordinator for 1 month.

Working Knowledge of TPA & Cashless Process.



E-Learning ICMR-NIN Modules & Complete NABH Course.

Flexible, adaptive and innovative.

Arranged five day UTH fest at Under Graduation level.

Attained 1 day Virtual International Conference on COVID 2021 & Beyond.

Workshop on Bringing Academic English to Professional Life.

Workshop on Epidemiology and Disease Modelling.

District level Kho Kho Player & Hosted School Annual Day.