## CURRICULUM VITAE

**Dr. Heena D Joshi**

**Email: drheenaj@gmail.com**  **MobileNo : 0091- 9503024473**

**8412973241**

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| **Objective** |
| To pursue a career as Medical Officer for providing better medical service. |

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| **Work Experience** |
| * I am having more than 5 years of experience as a **Medical Officer**. * Worked as an observer at **Rao Hospital**, Bibewadi, Pune * Completed Houseman ship at **Dugad Hospital**, Pune. * Worked in I.C.U. at **M.G. Hospital**, Rajasthan. * Worked as a Medical Officer from 6th June 08 to 11th March 09 at **Oncology Department at Deenanath Mangeshkar Hospital and Research Centre, Erandwane, Pune.**. * Working as a Medical Officer from 9th Dec 09 till date at **Oncology Department at Deenanath Mangeshkar Hospital and Research Centre, Erandwane, Pune.** |

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| **Career Summary** |
| - Having rich experience of 5+ years in diagnosing the disease and providing best  Medical help.  - Expert in maintaining the daily reports of patients.  - Good experience in giving as well as monitoring chemo therapy patients.  - Experience in day to day management of cancer patients. |

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| **Personality Traits** |
| - Excellent communication skills.  - Ability to administrate and motivate the staff.  - Controlling multiple projects such as medical treatment , at a time. |

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| **Key Responsibilities Handled** |
| - Responsible for accident and emergency (A&E) medical treatment.  - Responsible for check up of the patients , maintaining the treatment history of patients and giving the prescriptions.   - Dealing at emotional level sensitiveness and sympathy with relatives and family.  - Up to date knowledge of latest development in treatment and medicines.  - Responsible for care to patients on hospital wards, outpatient clinics.  - Worked in a pressurized environment and produce best result.  - Training of junior doctors as well as attending to medical representatives.  - Dedicated and experienced individual trained to work under pressurized circumstances and gives best output possible. |

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| **Technical Skills** |
| * Well versed with the basic use of computer like excel , word , power-point. * Familiar with all the medical equipments and there mechanism , chemo therapy drugs allopathy , homeopathy medicines and medical terminology. |
| **Key Skills** |
| * Patience , Positive attitude towards work , loyal and discipline towards duty, time punctuality , excellent communication , ability to learn new things quickly , task oriented , organized |

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| **Hobbies** |
| * Listening to Music * Dancing * Playing Badminton * Internet surfing * Reading medical books |

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| **Achievements** |
| * Attended several camps and provided free medical help to poor people. * Attended many seminars related to oncology , diabetology . * Preparation of chemo therapy drugs and chemo therapy drug reactions. |

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| **Academia** |
| * Completed **B.H.M.S** from **Bharati Vidhyapeeth University**, **Pune** in December 2007. * Completed **D.E.M.S** from **Ruby Hall Clinic**, Pune. * Completed **Diploma** in **Clinical** **Research**. |

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| **Personal Details** |
| Languages Known - Hindi, English , Gujarati , Marathi  Name - Dr. Heena D Joshi.  Date of Birth - 04 Dec 1984  Sex - Female  Marital Status - Married  Husband’s Name - Mr. Dharmendra Joshi  Nationality - Indian  Residential Address - A-14/8, Comfort Zone,  Baner-Balewadi Road,  Balewadi, Pune - 411045. |

**Declaration:**

I hereby declare that above mentioned details are correct and complete to the best of

My knowledge.