

Contact



Dr. Bhakti Sanghvi

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Education

2021

Indian Institute of Public Health

Masters in Hospital Administration (MHA)

65%

2017

Govt. Dental College Ahmedabad (Gujarat University)

Bachelors in Dental Sciences (BDS)

64%

2012

Utkarsh School of Excellence

High School

83%

2010

Nirmala Convent High School

Primary School

91%

Skills

- Good interpersonal skills
- Active listener
- Team builder
- Grievance resolution
- Data management

Personal Details

- Date of Birth : 16th August
- Nationality : Indian
- Marital Status : Unmarried

Experience

- Aditi wellness Private Limited
Executive Admin Manager
June 2021 to current
Roles & Responsibilities
Hospital Unit
General operational management
NABH certification process for hospital
Maintainence of legal documents of hospital
Mediclaime documentation process for cashless & reimbursement
MRD management
Pharmacy inventory management
Occupational health centres unit work
Conducting interviews for recruitment of staff
Training programs for soft interpersonal skills
Supply management of medicines at OHC
Organizing health checkup camps for employees of MNC's at companies & it's data management of health checkup camps
Wellness programs co-ordinator at client companies
- Associate dentist
Bhimani dental clinic
2018-2019