

CURRICULUM VITAE

KAVITA JUSTIN

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CAREER OBJECTIVE

To integrate my experience and skills with interest in the field of management that can prove beneficial to the Organization and Society at large.

EMPLOYMENT SCAN:

***U N Mehta Institute of Cardiology &
Research Centre, Ahmedabad, Gujarat, India.***

August 2016 – Till date

Designation: Medical Clinical Coordinator (Grade-II)

Reporting Authority: Chief Medical Administrator

General/Clinical Administration: (March 2018 – Till date)

Roles & Responsibilities:

- Overall management of the annual national conference in co-ordination with Senior Medical Administrator.
- Taking clinical departments round, managing the issues, taking necessary actions where required under the guidance of Chief Medical Administrator.
- Ensuring proper flow of patients from surgical OPD to wards.
- Preparing night duty schedule of administrative staff.
- Ensure compliance to various policies and procedures laid down in department as per NABH standards.

Training& Development: (August 2017 – February 2018)

Roles & Responsibilities:

- Responsible for preparing training calendar for all the departments to fulfill the need of NABH.
- Co-ordination with trainers & organizing of the internal training as per the calendar & conducting examinations.
- Analysis of the feedback & result of the training.
- Responsible for conducting of the training by external trainers.
- Preparation and analysis of data as per NABH requirement.

Diet/Canteen: (May 2017 – July 2017)

Roles & Responsibilities:

- Responsible for the supervision of the department & ensuring the quality of diets are maintained and are checked by the dietician.
- Ensuring the canteen store is maintained with quality products.
- Responsible for taking rounds to all the patient areas and ensuring patients are counseled by dieticians on regular basis.
- Analyzing of feedback by the patients & preparation of reports.
- Ensuring the preparation & completion of all the data as per NABH requirement.
- Coordination in the events of the organisation.

Director Office: (January 2017 – May 2017)**Roles & Responsibilities:**

- Assisting to the director in all administrative works.

HR Department: (October 2016 – December 2016)**Roles & Responsibilities:**

- Responsible for the process of recruiting, screening, interviewing & placing of the employees in the departments.
- Conducting the HR policy training to the employees of the institute.
- Conducting English lectures in the induction training.
- Ensuring the preparation & completion of all the data as per NABH requirement.

Tender Department: (August 2016 – October 2016)**Roles & Responsibilities:**

- Co-ordination in overall process of tender.
- Scrutinizing the documents & finalization of the parties for the process of rate contract.

Nidhi Multispeciality Hospital, Ahmedabad, Gujarat, India.

June 2016 – July 2016

Designation: Executive Assistant to Director

Reporting Authority: Director

Roles & Responsibilities:

- Assisting to the director in all administrative works.

***Gujarat Cancer Society hospital &
Medical college, Ahmedabad, Gujarat, India.***

September 2013 – July 2015

Designation: Executive – Health Checkup & Hospital Administration

Reporting Authority: HOD(Administration)

Roles & Responsibilities:

- Responsible for the smooth functioning of the Health check-up department.
- Counseling of the patients/clients & selecting the suitable health check-up package as per the requirement.
- Co-ordination & conducting of health check-up for corporate empanelment.
- Preparation of monthly evaluation report of the department of health check-up.

Rotary Physiotherapy Clinic, Ahmedabad, Gujarat, India.

October 2011 – January 2013

Designation: Junior Physiotherapist

Reporting Authority: Centre Manager

Roles & Responsibilities:

- Assessment of the condition of patient & planning of treatment.

ACADEMIC RECORD

MBA

Healthcare Services

2014 - 2016

MBA in Healthcare Services with distinction from Sikkim Manipal University .

**Post Graduation Diploma
Hospital Management**

2012 - 2013

Post Graduation Diploma in Hospital Management with first class from B.K School of Management, Ahmedabad – Gujarat University.

**Bachelor Degree
Physiotherapy**

2006 - 2011

Government Physiotherapy College and Spine Institute, Civil Hospital Campus, Ahmedabad – Gujarat University

INTERNSHIP

Completed 6-months internship from Government Physiotherapy College and Spine Institute.

COMPUTER SKILLS

Proficient in using MS Word & MS Excel and Internet Surfing.

PERSONAL STRENGTHS

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|----------------------------|--|
| * Dynamic team player | * Sense of responsibility |
| * Creative and resourceful | * Excellent communication skills |
| * Time management | * Passion for continuous learning & personnel growth |

SKILLS

- Excellent written and verbal communication skills.
- Good Interpersonal and team player abilities.
- Excellent aesthetic sense, aiding in maintaining a neat workplace.
- Supervise and work cohesively with colleagues and subordinates.

PERSONAL DETAILS

Current Address: 7, Trilok Apartments, Nr Chah wala society, Maniyasa, Maninagar (East),
Ahmedabad, Gujarat, India.

Date of Birth : 22nd April 1988

Languages Known: English, Hindi, Malayalam, Gujarati

Nationality : Indian

Hobbies : Reading, Music, Dance.

Gender : Female

Marital Status : Married

DECLARATION

I hereby declare that the information given herewith is correct to my knowledge. If in future any of these is found incorrect then I will bear the onus to the same.