**Dr. Smita P Prajapati **

**BAMS, METC, PGDHHM**

Mobile : 9824377703, 8460193664

Email: [smita13678@gmail.com](mailto:smita13678@gmail.com)

**Objective:**

Seeking a challenging position to utilize my skills and abilities in areas of business development and health care sectors which offers a professional growth while being resourceful, innovative and flexible.

**Educational Achievement:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Board/University** | **Year of Passing** | **Class Obtained** |
| **S.S.C** | GSEB | March-1993 | First |
| **H.S.C** | GSEB | March-1995 | First |
| **B.A.M.S** | Guj. Ayu. University | March-2000 | Second |
| **M.E.T.C** | Civil Hosp. Gandhinagar. | Apr-Oct-2001 | NA |
| **P.G.D.H.H.M** | IGNOU | Dec-2009 | First |
| **C C C** | BAOU | Jan-2012 | First |

**Experience Summary:**

|  |  |  |
| --- | --- | --- |
| **Hospital Name** | **Designation** | **Duration** |
| **Valu Hospital** | **Medical Officer** | 1year  2002 |
| **Shraddha Hospital** | **Medical Officer** | 1year  2005-06 |
| **Medilink Hospital** | **OPD Incharge** and Assistant to Physician | 9 mths  2010-11 |
| **CIMS Hospitals** | **Clinical Care Executive** in Health Check Up Dept.and OPD, Cath lab  Asst. to Cardiologist (Dr. Keyur Parikh) | 6 mths  2011 |
| **U. N. Mehta Institute of Cardiology & Research Centre.** | **Medical Clinical Coordinator**  Nodal Officer at AISHE of UNMICRC  P.A to C.E.O., Clinical Administration work | 6 mnths  2011-12 |
| **SHALBY Hospitals Ltd.** | **Sr. Executive (Orthopedic OPD)**  Also looking after Health Check Up, IPD and Corporate Development. | 1 year 2012-13 |
| **Aarogyam, Gurukul** | **Ayurved Clinic**  Ayurved consultant | 1 year  2014-15 |
| **SIHFW, Gandhinagar** | **Consultant Management (CTI)**  Support to SIHFW in organizing, conducting various development programme and strengthening (Physical and finance) of training system.  Focus on monitoring and evaluation with inputs related activities/technical issues/management point of view during visits to district/centre. | Feb-16 to till date |

**Technical Skills:**

* Clinical Practice
* Ward Management
* Medical Management
* OPD & OT Management
* Pharmacy Management
* CCC+ Computer Knowledge
* Monitoring visits
* Yoga and Meditation

**Individual :**

Name : Dr. Smita P Prajapati

Sex : Female

Date of Birth : 13th June 1978

Languages : English, Hindi, Gujarati

Nationality : Indian

Address : C-501, Sahajanand Residency, Near Helmet Cross Road,

Opp. University Ground, 132 Ft Ring Road,

Memnagar, Ahmedabad-380052

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge. I shall be held responsible for any fallacy found.

**Date :**

**Place :**

**Dr. Smita P Prajapati**

**BAMS, METC, PGDHHM**

**References:**

Dr. Keyur. Parikh (Cardiologist) Dr. R. K. Patel (M.D.)

Director, CIMS Hospital Director, U N Mehta Hospital

Dr. Manish Agrawal (M.D.) Dr. Vikram Shah (M.D.)

Director, Medilink Hospital Director, SHALBY Hospitals Ltd

**To,**

**M D (NHM)**

**Medical Education and Medical Services,**

**Gandhinagar.**

**Date:**

**Subject: Job Application request for the relevant post as per my qualification and work**

**experience.**

**Respected Sir,**

**I would take it as a privilege, if I get a chance to associate myself with your Esteemed organization to give better pace to my career. As I firmly believe that this would give me Immense Exposure and would help me improve my personal skills and competencies.**

**I sincerely wish to add value to the organization with full dedication. I would be highly obliged if you consider my application and give me a chance for the same.   
    
    
Please refer to the attached resume.   
              
Awaiting for your reply in anticipation.   
    
Thank you   
    
Yours faithfully,**

**Dr. Smita Prajapati.**

**BAMS, PGDHHM**

**Encl :**

* **CV of  Dr Smita Prajapati**