

# PRIYA ASHOK YADAV

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## SUMMARY

As a diagnostic center typist, I efficiently scheduled appointments, collaborated on workload planning, maintained equipment, managed filing systems and inventory, and generated insightful reports for decision-making.

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## EXPERIENCE

**TYPIST- Part Time | ANVI DIAGNOSTIC LAB | Thane | January 2022 - December 2023**

**ASSISANT MANAGER- Full Time | ANVI DIAGNOSTIC LAB | Thane | January 2024 - Current**

- Appointment Scheduling: Efficiently scheduled meetings and appointments for patients seeking X-ray and sonography services. Ensured proper coordination to minimize times and optimize patient flow.
- Workload Planning: Collaborated with the Managing Director (MD) to plan the daily workload effectively. Scheduled samples and equipment usage to maximize operational efficiency in the diagnostic center.
- Equipment Maintenance: Implemented a maintenance schedule for sonography and X-ray equipment. Conducted preventive maintenance to ensure the reliable and safe operation of diagnostic machinery.
- Filing System Management: Maintained a well-organized filing system for patient records, test results, and administrative documents. Tracked supply usage, monitored expiration dates, and managed stock levels in compliance with industry standards.
- Inventory Management: Oversaw the inventory of supplies and equipment necessary for diagnostic procedures. Ensured that all stock items adequately replenished to meet the center's operational needs.
- Reporting: Generated daily and weekly reports summarizing patient activity and office operations. These reports provided valuable insights for decision-making and monitoring overall center performance.

**QUALITY CONTROL- Intern | Equinox Labs Pvt Ltd. | Navi Mumbai | August 2023 - September2023**

- Dietary Fibers Analysis: Perform dietary fibers tests to determine the content of soluble and insoluble fibers in food products. Utilize standardized methods AOAC and enzymatic assays to ensure accurate results.
- Chemical Processing Evaluation: Investigate the impact of chemical processing techniques on dietary fiber content and quality in food production. Analyze the effectiveness of various processing methods in preserving fiber content.
- Microbiology Testing: Conduct microbiology tests to assess the microbial load and safety of dietary fiber-rich products. Implement microbial quality control measures to ensure product safety and shelf life.
- Interaction Studies: Explore the interactions between dietary fibers and other food components, such as proteins, fats, and carbohydrates. Evaluate how these interactions affect the sensory attributes and nutritional value of food products.
- Preservation Techniques: Investigate preservation methods, including packaging and storage conditions, for maintaining the integrity and quality of dietary fiber-rich foods. Monitor oxidation and degradation processes to extend the shelf life of products.
- Quality Assurance: Implement quality tests and standards to assess the texture, color, taste, and overall quality of dietary fiber-enriched food items. Develop quality control protocols to ensure consistency in product attributes and consumer satisfaction.

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## EDUCATION

**Bachelor's of science in Zoology | B.N BANDODKAR COLLEGE OF SCIENCE | Maharashtra | 2021**

**MSC BIOTECHNOLOGY | DY PATIL UNIVERSITY SCHOOL OF BIOINFORMATICS AND BIOTECHNOLOGY | Maharashtra | 2023**

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## CERTIFICATIONS

**TECHNIQUES IN MICROBIOLOGY DEPARTMENT | KING EDWARD MEMORIAL HOSPITAL AND SETH GORDHANDAS SUNDERDAS MEDICAL COLLEGE IN | 2022**

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## SKILLS

MICROSOFT POWERPOINT,  
PROBLEM SOLVING,  
FLEXIBLE AND ADAPTABLE,  
PROJECT MANAGEMENT,  
MACHINE OPERATING,  
TIME MANAGEMENT,  
DATA MANAGEMENT,  
GLP