



Abir Mondal

Profile

I aim to build a career in a professional organization, dedicating my efforts to its growth and excelling in a positive work environment.

Work Experience

● 2023-07 - 2023-09

Binayak Multi-Speciality Hospital, Kolkata

- **My duties in the swasthya sathi**

Duration: 2 month's.

- **Diagnostic Report Management:**

Coordinate with healthcare providers to ensure timely generation of diagnostic reports.
Update reports with new test results and examination findings as needed.

- **File Preparation Before Discharge:**

Organize patient files with all relevant documents, such as medical records and discharge summaries.
Ensure completeness and accuracy of information in each file.

- **Document Verification:**

Thoroughly check each document for accuracy and compliance with Swasthya Sathi guidelines.
Verify that all required information is present before proceeding.

- **Scanning and Uploading:**

Scan physical documents using appropriate equipment.
Upload scanned documents to the Swasthya Sathi database or portal for secure storage

- **Maintain Smooth Workflow:**

Coordinate with different departments to ensure efficient communication and collaboration.
Address any workflow issues promptly to maintain smooth operations within the healthcare facility

● 2024-03 - 2023-06

Apollo Multi-speciality Hospital, Kolkata

- **My duties in the blood bank**

Duration: 3 month's

- **Collect and analyze data of blood stock in the blood bank :**

Gather information on the quantity and type of blood available in the blood bank and analyze it for inventory management.

- **Check Issued blood and blood components used for patients:**

Verify the blood and its components distributed to patients to ensure accuracy and safety.

- **Follow up with patient parties to collect blood donations :**

Contact individuals or groups who have pledged to donate blood and schedule appointments for donations.

- **Register donors and handle paperwork:**

Enroll new blood donors into the system and manage the necessary documentation for their registration.

- **Manage paperwork for maintaining records of blood issues for every patient:**

Handle documentation related to blood transfusions, ensuring accurate records of blood Issued to each patient.

- **Provide counseling to patients regarding blood donation:**

Other guidance and Information to patients about the importance and process of blood donation, addressing any concerns they may have.

Personal Information

- Gender: Male
- Nationality: Indian
- Religion: Hindu
- D.O.B: 12-28-02



Contact

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Education

- **St. Xavier's High School**

Secondary

Completed in 2019

- **Bidhan Chandra Institution(commerce)**

Higher Secondary

Completed in 2021

- **Kingston Educational Institute
(Hospital Management)**

2021-24



Skill

- Patient Counselling
- Healthcare Management
- Communication Skills
- Inventory Management