

Mangesh Laxman Chorge

Ghansoli, Navi Mumbai 400701
7977884147
mchorge810@gmail.com



Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **Dr Batra's** November 2022 - August 2025
Administration And Patient Service Executive
 - Managing Multiple Clinics Efficiently oversee and supporting to operational activities of multiple clinics, ensuring seamless functioning.
 - Clinic Infrastructure Management: Supporting in the maintenance and repair for functionality of clinic infrastructure.
 - Vendor Management & Development: Assist in managing vendor relationships to ensure quality services and cost-effectiveness.
 - Facility & Events Management: coordinating facility operations and organizing events within clinics. Arrange travel plans and accommodation for staff when necessary.
 - Courier Services: Assisting in managing logistics for efficient courier services, ensuring timely deliveries and receipts.
 - Telecommunication Supervise and support junior administrative staff. Arranging Meeting Calendar and appointments.
 - Inventory Management Generate purchase orders and ensuring accurate and timely processing. Stock checking.
 - Office Management Maintain an organized and efficient office environment.
 - Manage office supplies, equipment, and inventory.
 - Managing clinic's Petty cash managing cash Cost Control
 - Handling patients Complaint and feedbacks

- **ASG Eye Hospital** January 2021 - October 2022
Operation Executive
 - Day to day camera Monitoring of hospital Floors. .
 - Employee uniforms checking and deductions handling.
 - Finding vendors regarding issue happens in hospital. Maintaining the data and records of Employees.
 - Handling Regular Camera recordings and reporting to manager. Creating meetings on zoom.
 - Handling Floor management .
 - Operation management, Team Management,
 - Event Management.
 - Centre checking (hospital round) Surface cleaning maintaining as a supervision.
 - Handling 6 centers of ASG branch.
 - Pharmacy stock checking insuring stock not going out and their regularly real time billing checking.
 - Managing all new staff training and development session.

- **Wipro** December 2020 - December 2021
Operation Associate
 - Providing product support and resolution to clients by performing a question diagnosis while guiding users through step-by-step Solutions
 - Assisting clients with navigating around product menus and facilitate better understanding of product features
 - Troubleshooting all client queries in a user-friendly, courteous and professional manner
 - Maintaining logs and records of all customer queries as per the standard procedures and guidelines
 - Accurately process and record all incoming call and email using the designated tracking software
 - Offer alternative solutions to clients (where appropriate) with the objective of retaining customers' and clients' business
 - Organizing ideas and effectively communicate oral messages appropriate to listeners and situation
 - Taking Follow up and make scheduled call backs to customers to record feedback and ensure compliance to contract/SLAs

Education

Course / Degree	School / University	Grade / Score	Year
Ssc	Navajeevan Vidya mandir	60.00	2013
Hsc	Parag College of Commerce	60.15	2015

Skills

- Time management Problem solving Computer skills and IT skills Administrative orientation Adaptability

Achievements & Awards

- Best Employee of the Month

Interests

- Learning new skills

Languages

- English Marathi Hindi

Declaration

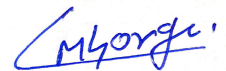
- - I here by declare that the above-mentioned details are correct up to my knowledge and I bear the responsibility of above-mentioned particular

Strength

- 1. Honesty
2. Strong work ethics
3. Ceative
4. Punctuality
5. Multitasking abilities

Personal Details

- Date of Birth : 21/07/1998
Marital Status : Married
Nationality : Indian
Gender : Male



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