

Mangesh Laxman Chorge

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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
- Handaling 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 tranning and development session.

• Wipro

December 2020 - December 2021

Opretion Acociate

- 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. Creative
- 4. Punctuality
- 5. Multitasking abilities

Personal Details

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



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