



ARCHIDY SAIKIA

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Vill - Puthikhati

P.O – Dekargaon near railway station road

Dist - Sonitpur, Assam

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CAREER OBJECTIVE – To pursue a challenging career and be a part of progressive or organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success.

EDUCATION OUALIFICATION –

QUALIFICATION	BOARD	COLLEGE/SCHOOL	YEAR OF PASSING	% / CGPA
MBA(HOSPITAL ADMINISTRATIVE)	KAZIRANGA UNIVERSITY	KAZIRANGA UNIVERSITY	2019	6.49 CGPA
B.SC (BOTANY)	GAUHATY UNIVERSITY	DARRANG COLLEGE	2017	6.1 CGPA
H.S (SCIENCE)	CBSE	K.V.NO.1 TEZPUR	2014	72.5%
HSCL	CBSE	K.V.NO.1 TEZPUR	2011	7.8 CGPA

SEMINAR AND WORKSHOP –

1. Attended an ISO and NABH on 7th and 8th October in Kaziranga University by Mr. Anirban Sinha and Team from Om Consultancy, Kolkata.
2. Two days workshop attended in Kaziranga University conducted by VP SINGH on 13th MARCH 2018 on the topic “PSYCHOMETRIC ANALYSIS” and on 14th MARCH on the topic “SESSION ON HR SCENARIO IN INDIAN MARKET, INDIAN VALUE SYSTEM”
3. Attended two days 5th Annual Northeast Healthcare Summit at Radisson Blu Hotel, Guwahati by Alaphra Group, on 7th and 8th September 2018.
4. One day workshop attended in Apollo Nursing School conducted by Rakesh Kumar Sarmah on 16th March to 17th March 2019 on the topic “ Hospital Quality and Accreditation.

INTERNSHIP -

1. 2 months of Summer internship at Nemcare Hospital, Guwahati (from 1st June to 31st July 2018).
 - To study the patient satisfaction of both OPD and IPD in new building of Nemcare Hospital.
 - Maintained the personal files of the employers in a systematic and appropriate manner by updating their database.
2. 5 months of Internship at Apollo Hospital, Guwahati (from 16th Jan to 6th July 2019).
 - To study the International Patient Safety Goal 1 & 5 in tertiary care Hospital in North East India.

EXPERIENCE –

1. 1 month in Medicity Guwahati a Super Speciality clinic & Diagnostics Center as a position of Floor Coordinator.
2. 1 year 7 months in Moolochand Hospital Delhi as a patient coordinator- Guest Care Operation.
3. 21st Feb to till date in Swagat Hospital Guwahati as a Asst. HR.

SKILLS – Management, Teamwork, Leadership, Self-motivation, Coordination

LANGUAGE KNOWN - English, Hindi and Assamese

PERSONAL DETAILS –

Father's Name – Ajit Kumar Saikia

Mother's Name – Dipika Saikia

Date of Birth – 03/10/1993

Nationality – Indian

Gender – Female

Marital status – single

Strength – Hardworking, Discipline, Team work

Hobby – Designing, Dancing, Singing, Drawing

DECLARATION –

I do hereby declare that all the information given above are true and best to my knowledge and belief.

Date: 07/06/2022

Place: Guwahati

Signature of the Applicant

Archidy Saikia

