



Ruchika Rani

Administrator

My Contact

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Sector 78, Noida

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Hard Skill

- MS office
- MS power-point
- MS excel
- Video Making

Soft Skill

- Time Management
- Observation
- Communication
- Decision Making

Education Background

- Amity University, Noida
Masters in Hospital Administrator
2021 - 2023
- S.M. College, Bhagalpur, Bihar
Bachelor in Science Major Computers
Completed in 2005
- Senior Secondary (12th) PCMB
S.M. College, Bhagalpur, Bihar
Completed in 2001
- Secondary (10th) PCMB
Mount Carmel School, Bhagalpur, Bihar
Completed in 1999

About Me

- Administrator with excellent communication skills and expertise in operating a productive workplace.
- capable of working on many tasks at once and adaptable to shifting priorities.
- To start my management career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work techniques

Professional Experience

State Bank Of India
2009-2011

Key responsibilities:

- Handled customer complaints and address various customer-related issues.
- Includes managerial work such as supervising the employees under the Clerical cadre. Managing cash flow, loans, mortgages, and finances.

Certifications

- Successfully completed online course on 'Deploying SAP on Google Cloud' offered through Coursera on 10th December, 2022
- Completed online course on 'The Critical Role of IT Support Staff in Healthcare' by John Hopkins University through coursera in Sept'2022
- Successfully completed course on 'COVID-19 Training for Healthcare Workers through Coursera on 13th May, 2021
- Completed course on 'Cybersecurity in Healthcare (Hospitals & Care Centres) on 13th May, 2021
- Completed online course on Knowledge Management and Big Data in Business by Hong Kong University through Edx in March, 2021.
- Attended certification programme in "Big Data Engineering with Spark" conducted by the Electronics and ICT Academy, IIT Roorkee in association with CloudxLab in 2020.
- CAPM Certified by PMI in 2018.

Achievements

- Attended 9th International Patient Safety Conference 2023 on 13th & 14th February
- Recieved Particapation Certificate for attending a 'Basic Life Support Workshop'
- Attended 16th Health Insurance Summit,2022 on 30th Aug.

Internships

Fortis Healthcare Limited, Noida

Management Intern 20th June 2022 - 24th July 2022

Tasked with a research topic of finding waiting time in the Radiology Department of the Hospital.

- Honed experise in primary data collection
- Learned benefits of an image-guided procedure

Jaypee Hospital, Noida

Management Intern 15th February 2023 - Present

Assigned to investigate the deployment of an EMR in the hospital.

- Improved experience in gathering primary data
- Discovered the advantages of EMR and persuaded physicians to use it

Hobbies and Interests

- Travelling: Make and plan trips to different places to experience new cultures.
- Listening to music: Reduces stress and makes me happy

Languages

- English
Professional Working Proficiency
- Hindi
Professional Working Proficiency