

SUPRAVA JENA

Assistant Manager

+91 6371124233

Odisha

@ supravajena56@gmail.com

LinkedIn/Portfolio

SUMMARY

Utilize my leadership skills, operational expertise, and passion for driving organizational success. I aim to contribute to the growth and efficiency of the team by implementing strategic initiatives, fostering a collaborative work environment, and achieving measurable results.

EXPERIENCE

Assistant Manager

Bhoomika Eye Hospital

08/2022 - Present Khordha, Odisha

- As an assistant manager in Bhoomika eye hospital typically includes overseeing daily operations.
- Assisting in staff management, ensuring compliance with regulations.
- Handling patient inquiries, managing inventory, assisting in budgeting and financial management.
- Collaborating with other departments to ensure smooth functioning of the hospital.
- They may also be involved in quality improvement initiatives and assisting the manager in strategic planning.
- Strong organizational and leadership skills are essential for this role.
- Expert in Excel , Ms office, Accounting, Billing.

EDUCATION

Graduation

Alaka Mahavidyalaya

2010 - 2014

12th

Alaka Mahavidyalaya

2008 - 2010

SKILLS

Adaptability

Leadership

Time Management

Team Work

Problem Solving

TRAINING / COURSES

PGDCA

LANGUAGES

English

Intermediate



Hindi

Proficient



Odia

Native

