**POOJA GIREPUNJE**

ADD:23,Khetrajpur Hospital lane ,

Khetrajpur Sambhalpur Orissa ,

-768003

Email: - Poojagirepunje11@gmail.com

Cell No: -7738674772

OBJECTIVE :

I would like to provide my services to the prestigious customers of my organization through which I can achieve the growth of my career and my organization. Excel at challenging work environment; continue learning for professional and personal growth; attune myself with organization’s business and organizational growth.

# **SUMMARY :**

Over 4.5 years of Experience in Healthcare Company

* Strong sense of responsibility and self-motivation.
* Ability to manage and prioritize multiple duties simultaneously.
* Work well under pressure, diplomat, tactful, meet strict deadlines,

And fast learner.

* Success oriented and outgoing with a positive attitude.

## 

**JOB PROFILE**

***DR BATRAS POSITIVE HEATH CARE***

CASHIER- ***10th Feb 2015–10th March 2016***

* Making payement of parties from whom material purchased
* Handling Daily Collection Income (I.e. Receipt entries for Cash, Cheque, PDC, Credit Card & EMI in Tally soft).
* *Handelling Petty Cash & cash Vouchers*
* Handelling Conveyance for all the Executives.

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**PATIENT CARE EXECUTIVE- *11TH Mar 2016 – 1st June 2017***

* Assists with Performance Improvement activities
* Make initial contact and provide information to the patient or the referring physician on behalf of the Surgical Specialties Clinic providers
* Assists with Patient Health Performance Improvement activities
* Demonstrates clinical leadership as evidenced by previous work-related activities and work performance
* Provides first line feedback to staff on performance
* Act as a resource and provides oversight and guidance and assistance to support functions assigned to non-clinical staff
* Assist with special projects and other duties assigned by management.

**SENIOR PATIENT CARE COORDINATOR- *5th 2017- 1st dec 2019***

* Assists in training of new team members and ongoing staff training. May provide input to the Group Supervisors regarding employee performance.
* Establishes and maintains positive working relationships with current and potential referral sources, internal and external.
* Meet the performance goals established for the position in the areas of efficiency, call quality, customer satisfaction, first call resolution and attendance.
* Provides review and assistance with testing of production in the authorization module
* Directs all daily patient referral and intake operations including providing direct oversight of the establishment and implementation of intake.
* Coordinate supplies for providers in the field, ordering, distributing etc

## CAREER DIGEST

* Over 4.5 years of functional and leadership experience in designing & development of business.
* Currently associated with Dr. Batra’s Positive Health Clinic Pvt. Ltd.//Bluescope Merical co. as Manager.
* Consistent performer with demonstrated ability to effectively plan, Co-ordinate & meet deadlines of multiple responsibilities.
* An effective communicator with excellent relationship building & interpersonal skills; strong analytical, problem solving & organizational abilities.
* Hands on experience in identifying, evaluating and selecting appropriate technologies (in house / external) and achieving seamless technology transfer from business partners / collaborators as required.

**Jan’ 2015 till date Manager**

**Dr. Batra’s Positive Health Clinic Pvt. Ltd. /Bluescope Mineral co**

Reporting to company Head and leading a team of over 17 people.

**Current Role and Job Responsibilities :**

* **Process Management** – Responsible for the identification, development and implementation of New process as required by company
* **Team Management** – assigning roles & responsibilities to clinic /D, Staff as per functionality expertise & management of resource requirement
* **Centralize controlling –** Administered guidance towards multi location IT and Development Department.
* **Leadership** -Team lead for program management, operational activities and successful rollout of different software solutions
* **Business Process Re-engineering –** which helped the organization to implement best business practice.
* **Cross Functionality-** sound knowledge of managing cross functionality between major dept like Account & Finance, Sales & Marketing, Operations, Purchase, HR through timely meeting & follow up for IT requirements.

**ACADEMIC CREDENTIALS**

* Enroll for MBA
* B.Com from G.M college Sambhalpur.

**PROFESSIONAL CERTIFICATIONS**

**PERSONAL DOSSIER**

Date of Birth : 07/09/1993.

Marital Status : Unmarried

Languages known : English, Hindi and Marathi, odyia

Permanent Address : ADD:23 /420,Khetrajpur Hospital lane ,

Khetrajpur , Sambhalpur Orissa ,- 768003

References : To be furnished upon request

### **EDUCATION**

### **QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Passed** | University /Board | Year of Passing | Class |
| S.S.C | CBSE BOARD | Mar 2008 | First class |
| H.S.C | G.M JUNIOR COLLEGE | Feb 2010 | Second Class |
| B.Com | G.M University | Mar /Apr2013 | Second Class |

**Additional**

**Qualification : Diploma in office Management (MS OFFICE, &TALLY) Alfa Computers**

**Personal Details:**

* Language Proficiency **:** Marathi, Hindi, English,Odiya
* Marital Status **:** unmarried
* Current CTC:-  **:** 3,60,000/-

**(Pooja Girepunje)**