**SHEETAL GIREPUNJE**

Khetrajpur

Sambalpur ,Odisha-768003

Email: - sheetalg7sep@gmail.com

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**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 5 years of Experience

* 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 BATRA’S POSITIVE HEALTH CARE, SAMBALPUR, ODISHA**

**Senior Patient Care Coordinator-JULY- 2016 -- Continue**

* 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.
* Expertise in business administration, record keeping, planning policies and related responsibilities to ensure productive operations.

Involved in MIS reporting billing department, Inventory of product

• Responsible for patient interaction with Doctor and coordinating between patients.

* Opening& Closing the registers, monitoring cash limits and ensuring quality customers service at all times.
* Responsible for solving customers complaints and providing information regarding products.

## CAREER DIGEST

* Over 5 years of functional and leadership experience in designing & development of business.
* Currently associated with Dr. Batra’s Positive Health Clinic Pvt. Ltd.//Bluescope Mineral co. as **SENIOR RELATIONSHIP OFFICER**.
* 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.
* Planning, updating and organising new Public Relations strategies.
* Increasing the exposure for the organisation’s products and services.

**ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Marks (%)** | **Year** |
| 10th | C.B.S.E | 6.0 CGPA | 20013 |
| 12th | C.H.S.E | 39.6% | 2015 |
| Bachelor of commerce | Sambalpur University | 66.9% | 2020 |

**Computer Know** **:** P.G.D.C.A

### Personal profile statement

I am a highly confident, motivated and energetic Public Relations Officer with a passion for working with the public in a fast-paced working environment.

**Personal Details:**

* Language Proficiency **:** Hindi, English,Odiya
* Marital Status **:** Unmarried

**Certification:**

I, the undersigned that, to the best of my knowledge and belief.

**SHEETAL GIREPUNJE**

**Date:**

**Place:**