

Saurav Singh

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Address :

**104 Mitra Lok Colony,
Kishan Nagar, Dehradun.
Uttrakhand – 248001
Mob- 9412054526**

Career Objective

To become an integral part of the organization by contributing to my technical, managerial, public relation and analytical skills with my adaptability, team working and multitasking abilities

Academic Profile:

Degree	Institute	Percentage (%)
M.B.A in Hospital Administration	SGRRITS (Uttrakhand Technical university)	64
BBA	University of petroleum and energy studies	60
Intermediate	Childrens academy	52
High School	Doon International school	53

Current Employment Detail :

Name of organization	Sheel groups of hospital bareilly up
Position held/ Designation	Hospital administrator
Duration	3years 8months
Nature of duties & responsibilities	As Hospital administrator at 8 chc of kumaon and gharwal region of uttrakhand and as a admin n operations from company part dealing of funding and bills processing at uttrakhand sectrate n directorate general of medical health and family welfare uttrakhand
Gross Emolument per month	30 k

Internship Undertaken:

- **1 month training at MAX Super Specialty Hospital, Mohali
(3rd Jan, 2012 to 31st Jan,2012)
(Hospital administrator)**
- **3 months training at Fortis Hospital, Mohali
(17th Sep, 2012 to 17th Dec, 2012)
(OPD/IPD executive.)**

Areas of Interest :

- **Hospital Administrator**
- **OPD/IPD Dept**
- **Quality Control**
- **Bio Medical Waste Management**

Computer Skills :

- **Operating Systems : Windows 98/XP/VISTA**
- **Packages : MS Office 2007 and earlier**

Personal Information:

➤ Father's Name	Mr. S.P.Singh
➤ Date Of Birth	18/04/1990
➤ Sex	Male
➤ Marital Status	Married
➤ Nationality	Indian
➤ Languages Known	English , Hindi

Strengths

Good communication skills, team work, Confident, Punctuality .

I declare that the details above are correct & true to the best of my knowledge and belief.

Saurav Singh

Place - Ghaziabad

Date :