



PriyankaPaul

South

**Kumrakhali, Narendrapur(P.O. +P.S.), South24Parganas,
WestBengalPin-700103**

ContactNo:9123348979/9674637149

• **Gender:Female**

• **MaritalStatus:Unmarried**

• **Email:priyankapaulsky49@gmail.com**

• **DOB :18/11/1998**

• **City :Kolkata•State :WestBengal •Country:India•Pincode:700103**

Objective

I aspire for a challenging position in a professional Organization where I can enhance my professional skills and strengthen my performance in adding with Organization's motto. Myself a self-motivated achiever with an ability to plan and execute.

Education Details

- Masters in hospital management MHA , Future Institute of engineering and management, MAKAUT
8.77
2022
- B.sc Anthropology Hons , New Alipore college, Calcutta
University 68.6%
2020
- Higher secondary (WBCHSE), St. Thomas Memorial
School 75.6%
2017
- Secondary (WBBSE), St. Thomas Memorial
School 74.2%
2015

Work Experience

- Indian Institute Of Hotel Management, Sector -v Bidhannagar, kolkata
Junior Faculty of Hospital Management from 15th July 2024 - till date.
- Indian institute of liver & digestive sciences, Sonarpur, Kolkata
HRD & MRD Executive from 10th July 2023- 13th July 2024.
- Zoi Hospitals, Somajiguda, Hyderabad Quality Executive
8th Feb 2022 – 15th Feb 2023
 1. Implementing the new process in the organisation.
 2. Develops and directs quality policies, standards and programs for continuous improvement.
 3. Taking care of CAPA, Training of the organisation.
 4. Ensure the patient to receive quality of care from the organisation.
- Apollo Multi-speciality hospital
Trainee, Internship Experience (3 Months)

Sep 2021 - Nov 2021

Human resources Department:
ID card provide & Data Entry
Attendance (Savior application/ Kronos
application) Leave management
Biometric Registration

Front Office Department :
Patient services
Reception and Billing
Area Registration section
Report section
Transcription area

Field of Interests

- Learning new languages
- Travelling
- Social media marketing
- Volunteering

Skills

- Ms-office (Ms- word, Ms- Excel, Ms- powerpoint)
- Goggle Documentation (sheet, excel, docs, Power point)

Curricular Activities

- Somobathi NGO (Founding Member)
Somobathi is our NGO, where we help Poor people, Children's and Old people.

Strength & Hobbies

- Public Relations
- Strong Communication Skills
- Adaptability
- Team work
- Leadership
- Interpersonal skills
- Social work
- Dance
- Acting
- Listening Music

Declaration

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 17/02/2023


(Priyanka Paul)