

# PARTHA SARATHI SINGHA

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## Summary; -

I partha sarathi singha, 29 years old, i am working as an operation associate since 2017 in Healthcare Global Enterprise Ltd, i have 4 years of experience and i have completed my BBA.

**I am an experienced professional seeking an opportunity to use my background in Operation Associate.** I am a dedicated and detail-oriented operation team looking for an opportunity to expand my professional skillset and help Company X grow

- ❖ Quality Excellence
- ❖ Quality indicator
- ❖ Quality Excellence
- ❖ QIP (Quarterly)
- ❖ Committee Meeting
- ❖ Operation Task
- ❖ Daily Mis Report

## Experience; -

### Operations Associate

Healthcare Global Enterprises Limited (Feb 2020 – present ( 2 years 7 month + )

- Performing administrative duties including answering phones, scheduling appointments.
- Assisting human resources with recruitment activities and creating work schedules.
- Supporting the operations manager with the enforcement of company policies and standards.
- Assisting accounting and payroll as needed.
- Monitoring inventory and placing supply orders
- Tracking daily operations and reporting or resolving issue
- Maintaining company databases.
- Quality indicator presentation (monthly)
- QIP presentation (Quarterly)
- Development work area (Quality Excellence)
- Daily Stats
- Supporting Surgeons & Anesthetist
- Score card
- Monitoring IP billing
- Maintained Inventory
- Coordination with Internal department

## Operations Associate

Healthcare Global Enterprises Limited (Sep 2017 – May 2019 (1 year 9 month))

- Performing administrative duties including answering phones, scheduling appointments, etc.
- Assisting human resources with recruitment activities and creating work schedules.
- Supporting the operations manager with the enforcement of company policies and standards.
- Assisting accounting and payroll as needed.
- Monitoring inventory and placing supply orders.
- Tracking daily operations and reporting or resolving issues
- Maintaining company databases.
- Quality indicator presentation(monthly)
- QIP presentation (Quarterly)
- Development work area (Quality Excellence)

## Education; -

 Suresh Gyan Vihar University (Jaipur)

Bachelor of Business Administration (2017 – 2021 (General stream))

## Relevel; -

Front-end Developer, Computer Software Engineering (April 2022 – October 2022)

I am pursuing my Front-End Developer course

## Skills; -

Healthcare • Microsoft Office • Microsoft Excel • Team Building • Presentations • Training • Healthcare Management • Attendance Management • Technical Support • Quality Assurance • Operation Task • Microsoft Team

## Honors & Awards; - (Operational Excellence)

 Healthcare Global Enterprises Limited - Jul 2022

 Healthcare Global Enterprises Limited - Jun 2021

Thanking you

Date; -

Your faithfully

Place: -Bangalore

PARTHA SARATHI SINGHA - page 2

Partha sarathi singha