

RESUME



Ms. Tanu Chaudhary

27 years, Female

Email id- tanuchaudhary10121993@gmail.com

CAREER OBJECTIVE

Seeking the position of a Healthcare Administrator wherein I can make effective use of my skills towards the growth of the organization and myself as a professional.

PROFILE

A responsible, goal driven and compassionate professional with six months' hand on experience in hospital administration. An adaptable administrator accustomed to quality care and patient safety. Advanced understanding of customer needs with diligent attention to detail resulting in superior customer service and high levels of client satisfaction. I possess the ability to use communication, critical thinking and problem solving skills to liaise with various departments. Discipline has been imbibed through generations as I am from Army background.

Work Experience

- ❖ 6 months' experience as Manager in Administrative Department, IIMT Lifeline Hospital Meerut (UP)
- ❖ Worked as a volunteer at SEWA International and received **appreciation certificate**.
- ❖ Interned at SAHELY NGO (Delhi) for 45 days.

AREAS OF EXPERTISE

Healthcare Administration: Recently completed MBA in Hospital Administration with a focus on integrating holistic practices in day to day operations management.

Community Building: Skilled at developing community cohesion.

Leadership: A proven leader of both paid staff and volunteers.

Quality Management: Highly analytical with strong attention to detail to ensure a high level of employee performance and superior quality of services for clients.

Customer service and Communication: Provide clear and concise services, advice and consulting to customers with a friendly and empathetic attitude and strong interpersonal and relationship building.

Attitude & Skills

- ❖ Leadership qualities
- ❖ Team player
- ❖ Decision Making

- ❖ Creative
- ❖ Diligent and goal-oriented
- ❖ Communication and Computing Skills
- ❖ Empathetic and caring
- ❖ Accommodating and organising
- ❖ Confident and optimistic

EDUCATIONAL QUALIFICATION

- ❖ MBA Hospital Administration, CCS University Campus, 2021
- ❖ Masters in International Relations, Amity University, 2018
- ❖ Bachelors in English and Political Science, Delhi University, 2016

Activities Related to Academic Progression

- ❖ Attended Indo-pacific regional dialogue 2018, chief guest Dr (Mrs) Nirmala Sitharaman.
- ❖ Authored a paper on “Reasons behind the Partition of India (British India) And Pakistan”.
- ❖ Presented a seminar paper on “Sino-Indian War of 1962-An Overview”.
- ❖ Participated in the Public Policy Dialogue.
- ❖ Attended various seminars or dialogues by amity AIIS, and in DU

Language Fluency

English & Hindi

Residential Info.

Father’s name	Col Arvind Kumar
Father’s occupation	Army Officer
Mother’s name	Kavita Chaudhary
Mother’s occupation	Homemaker
Permanent and present Address	House no B28, Anand Niketan, Roorkee Road, Meerut Uttar Pradesh, Pin Code- 250001
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