

**Ms. Seema Ghogale**  
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**Contact Number:9324697359**

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**Objective:** To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

**Personal Achievements and Skill:**

**Managing Administrative Functions:**

Performed a wide range of tasks such as administrative activities, management of day-to-day activities, staff coordination, facilitating inter-departmental communication, allocate tasks and resources, provide and support the organisation's operations, regulatory policies and standards.

Participated in administrative, quality, marketing strategies, safety committees and decision meetings, which had a positive impact on overall organisation performance.

**Ensuring Compliance:**

Ensuring Complies with all legal and regulatory requirements as per the state - local regulations and as per guidelines of accreditation standards.

Prepare multiple MIS reports, carry out data collection and support in data collection.

Ensuring that the day-to-day functioning of the MRD unit and ensuing safe storage of records as per SOP.

**Staff Management:**

Oversee, ensuring that the staff members are properly trained, supported, and motivated to perform their duties.

Active participation in managing plans, implementing programs of Human Resource Administration, such as personnel planning, employee relations, procedures, training.

Managing various HR documents and databases.

**Financial Administration:**

Oversee - discuss the budget of the organization, including managing current process, extending quality process, address HR challenges / requirements, promotional activity etc.

**Purchase and Inventory Management:**

Inspection, supervision of the material management department, ensuring that Planning, Purchase, inventory and stock taking levels are maintained.

As and when required, Coordination with outsourced vendors, suppliers and manufacturers to purchase materials and requirements.

**Quality Control:**

Participated in Pre – assessment and final assessment, preparation, implementation of quality recognition.

Prepare and maintain audit documents, educate new participants to maintain quality standards.

**Patient Service:**

Ensuring that patients receive accessible, appropriate patient-centered and cost-effective services, managing patient complaints, and addressing patient concerns.

Identify current and future patient needs by discussing with potential and actual patient and others in a position to understand service needs.

**Collaborating with Other Departments:**

Collaborate with other departments, such as the clinical team and finance department, to ensuring that the organization operates smoothly and efficiently.

**Developing Policies and Procedures:**

Participated and contribute to Implement policies and procedures, departmental quality initiatives, safety regulation to ensuring that the organisation operates in compliance with relevant regulations and standards.

**TPAs and Insurance:**

Participated in medical reviews of health insurance risk and related claims.

Contributed to Tie up / Empanelment process with TPAs and Insurance Companies.

**Computer skills:**

Collaboration and contribution to the implementation of hospital management and information system software and functional configuration.

Good computer skills (MS Office - Word, Excel and Email).

**Award- Certificates:**

Award- Certificates	Institution
Corona Warriors Honour	Kharghar Medicity Hospital
Achieving NABH accreditation	Kharghar Medicity Hospital

**Academic Qualification:**

Examination Passed	Board / University
BSc.	Shridhar University, Pilani
HSC	Maharashtra State Board of Secondary & Higher Secondary Education
SSC	Maharashtra State Board of Secondary & Higher Secondary Education

**Professional Qualification:**

Examination Passed	Institution
MBA- 1. Hospital Management 2. Information Technology & System	Indian Institute of Business Management, Pune
Certificate of Training for Medical Transcription	Transphonic Solutions, Navi Mumbai

**Personal Information:**

Date of Birth : 12/10/1978  
Gender : Female  
Marital Status : Single  
Languages Known : English, Hindi, Marathi  
Passport Number : V9807360  
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